Job Description-Sexual Assault Therapist / Domestic Violence Counselor

Hired by: Executive Director

Reports to: Program Director

Full Time, Exempt, 40 Hour/Week Minimum Expectation

# General Role Description

The Sexual Assault Therapist / Domestic Violence Counselor is responsible for providing information and support to victims of domestic violence, child witnesses of domestic violence ages four and older, and their non-offending significant others and for providing trauma-informed emotional support to victims of sexual violence, ages four and older, and their non-offending significant others as they navigate their journey of healing.

The therapist/counselor will provide therapy/counseling via telephone, online platforms and/or in person to individuals, families and groups. The therapist/counselor will coordinate services with other agency staff and community resources, network with other community service agencies, and provide professional training when necessary. The therapist/counselor will receive direct clinical supervision from the program director and case consultation with contracted professional consultants as needed.

As an organization that provides 24/7 crisis response and support, the therapist/counselor will participate in on-call responsibilities on a rotating basis. The therapist/counselor must have the availability to respond in-person to hospitals, police stations, and other 24-hour facilities to provide support, advocacy, and crisis counseling/intervention.

# Duties and Responsibilities

* Provide client-centered individual, group and/or family therapy and counseling services to survivors of sexual and domestic assault/violence and their non-offending significant others in office, school and other confidential settings. Assist clients with safety planning.
* Document all direct and indirect services in the organization/state database. Maintain accurate records and files consistent with ICASA, IDHS and ICADV standards and requirements, and agency policy and procedures.
* Meet required data entry and monthly reporting deadlines.
* Determine the appropriateness of clients for the agency’s services and make referrals when their services are beyond the scope of the agency’s expertise.
* Provide transportation of clients (domestic violence victims only), and/or transportation assistance to ensure meaningful access to services.
* Identify and report child abuse cases to DCFS/DHS and law enforcement as mandated.
* Develop and maintain positive working relationships with colleagues. DCFS/DHS, law enforcement and other organizations, coalitions and community partners specifically aimed at increasing referrals, creating networking connections and expanding services.
* Assist in the planning and implementation of in-service training, professional community trainings and volunteer trainings. Provide outreach. awareness and training to community groups, business, professional, and religious organizations on issues related to sexual and domestic violence as needed.
* Gain knowledge and understanding of legal and medical advocacy and assist as needed.
* Maintain annual continuing education per ICASA, ICADV and IDHS therapy/counseling standards and attend professional trainings outside of the agency as requested.
* Assist program director in updating evaluative tools for clients and counselors.
* Provide feedback to the Administration Team to assist in developing new programs, review current services and report on the challenges and strengths of the services provided. Work directly with the Grants and Publications Director to coordinate grant reports and applications.
* Actively participate in fundraising and development efforts. Attendance and participation at the annual Evening of Light/ Luncheon of Light and other events as needed is required.
* Perform other duties as assigned.

### General Requirements

* Master's Degree in Psychology, Social Work, Sociology, Criminal Justice or related field required or actively working toward a Master’s Degree and/or Licensure.
* Experience in the field of sexual and domestic violence preferred.
* Proficient computer skills including Microsoft programs, QuickBooks experience preferred.
* Excellent oral and written communication skills.
* Strong organizational skills.
* Excellent interpersonal skills.
* Ability to work flexible hours including evenings and weekends and on call and to travel within Iowa and Illinois.
* Must complete 64-hour sexual assault and domestic violence training, attend additional trainings as required within first 30 days of hire.
* Ability to work both independently and as part of a team.
* Valid driver’s license and insured transportation required.
* Commitment to the philosophy and program of Riverview Center which includes helping to create a society free from violence.
* Adherence to the Riverview Center employee handbook, organization domestic violence and sexual assault service standards, state and federal laws.

**Work Environment**

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the job description of the **Sexual Assault Therapist / Domestic Violence Counselor** and understand the responsibilities of this position.

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#### Signature of Employee Signature of Executive Director

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##### Date Date

Approved 8/25/20