

Position: Counselor
Department: Counseling Services
Reports To: VP, Clinical

Status: Non-Exempt
Hours: 35 hours
Location: Attleboro

Scope of Work:

The primary objective of the counselor is to provide clients with support and options to lead a life free of violence. **It is expected that the counselor's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment and professionalism.**

Primary Duties:

- Provide individual and group counseling for sexual assault, sexual abuse, and domestic violence victims and significant others affected by sexual assault issues.
- Assess clinical needs including referrals for psychiatric, substance abuse, or other related evaluation.
- Maintain liaison with collateral clinical providers as necessary for coordination of treatment and services.
- Provide counseling consultation to agency staff.
- Participate in SANE back up on call
- Accept assignments at alternate sites as requested.
- Complete assignments as requested by the VP-Operations and/or Senior Management.

General Duties:

- Maintain up-to-date case notes relative to all client and collateral contacts.
- Collect client/support group participant fees and maintain records of payment, if appropriate.
- Complete statistical forms documenting service delivery.
- Will attend quarterly All-agency meetings
- Will attend regular supervision meetings
- Will conduct him/herself according to the agency's stated policies and procedures
- Will comply with agency's confidentiality policy.

Skills and Ability:

- Ability to communicate effectively and with sensitivity
- Strong interpersonal, organizational, prioritizing and management skills
- Self-motivated, self-reliant, dependable
- Demonstrates maturity, self-awareness and initiative
- Demonstrated ability to write clearly and produce concise reports
- Valid driver's license and dependable transportation
- Ability to enter non-handicapped-accessible buildings

Education & Experience:

- BS/Counseling or related
- Knowledge of and/or experience with sexual assault and domestic violence issues and sensitivity to multicultural issues.
- Demonstrated ability to work cooperatively and team with other professionals.
- Bilingual read/write abilities (Spanish related) required