

## **Direct Services Counselor** *Non-Exempt*

### **Responsibilities:**

- Provide individual and group counseling for victims and families impacted by crime.
- Provide counseling services both in office and in local schools.
- Maintain a minimum caseload of 22 clients.
- Facilitate 2 support groups per year.
- Participate in weekly group supervision and bi-weekly individual supervision.
- Helps to maintain 24-hour hotline coverage.
- Establishes and maintains client files, including timely data entry of electronic case notes.
- Provides on-going services to clients such as crisis intervention, hospital, police, and court accompaniment, and advocacy services.
- Submits weekly and monthly grant and data tracking documentation to the Direct Services Supervisor.

### **Qualifications:**

- Master's degree in counseling, social work or related field required.
- Previous experience providing direct counseling services required.
- Foundational knowledge of the effects of trauma.
- Exhibits compassion and understanding of the impacts of interpersonal violence on individual and families.
- Strong interpersonal skills, including active listening, attending, and reflecting.
- Demonstrates cultural humility, an understanding of systems of oppression, and a commitment to personal growth in skills and attitudes that promote equality and inclusion
- Demonstrated ability to create and maintain collaborative relationships with coworkers, key stakeholders, and outside entities.
- Successful completion of the sexual assault counselor training provided by CVC.
- Must be able to provide FBI Criminal Clearance, PA State Police Criminal Clearance, and Child Abuse History Clearance.

### **What We Offer:**

- Competitive salary
- Health, Dental, Life and LTD insurance (After 60 days of employment)
- Generous PTO package
- 12 major holidays paid
- Paid hour break
- 403B Plan Enrollment and Employer Contribution after 1 year of full-time employment

Job Type: Full-time