<table>
<thead>
<tr>
<th>Job title</th>
<th>Counselor</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Family Services Manager</td>
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<tr>
<td>FLSA Classification</td>
<td>Non-exempt / Full-time</td>
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**Job Summary**

Provide individual counseling for child, adolescent and teen victims of domestic and sexual violence. Design and implement group and family services that increase parenting skills and mitigate the effects of childhood trauma.

**Duties and Responsibilities**

- Assess the social and emotional needs of child, adolescent and teen clients and develop case plans.
- Conduct family assessments and develop service plans that integrate the needs of all family members, as well as the needs of the family unit.
- Provide individual and group counseling to child, adolescent and teen clients.
- Provide advocacy services on behalf of youth in the areas of health, education and recreation.
- Provide parental support and coaching to increase positive interactions between the non-offending parent and child.
- Teach, model and reinforce healthy and effective parenting strategies.
- Support healthy, age-appropriate communication between family members.
- Act as a liaison between Mutual Ground and area schools to facilitate transition of residential children.
- Provide counseling in area schools when referred by CIS or school liaison.
- Supervise play groups designed to help young children, ages birth to 5 years, improve their social-emotional functioning.
- Organize activities and special events that stimulate children's physical, emotional, intellectual, and social growth.
- Transport children and families to activities and community events.
- Process intakes for both residential and non-residential clients.
- Provide crisis intervention to victims of domestic and sexual violence.
- Network within the community to develop social resources.
- Input accurate and complete client data into agency database; maintain accurate case notes and files.
- Submit all required documentation in a timely manner.
- Participate in regular staff meetings, staff training programs and supervisory sessions.
- Contribute to the development of positive team relations.
- Provide domestic and sexual violence education to volunteers/new-hires and the larger community as needed.
- Provide advocacy to victims of domestic and sexual violence at local emergency departments.
- Work collaboratively with program staff to best meet the needs of clients.
- Act in accordance with MGI, ICADV and ICASA policies and procedures.
- Demonstrate integrity and professionalism in interactions with clients, staff, volunteers and donors.
- Ensure client confidentiality at all times.
- Other duties as assigned.

**Qualifications**

- Master’s degree in social work, counseling or other behavioral health field;
- Bilingual Spanish-speaking preferred;
- 60-Hour Domestic and Sexual Violence Training Certificate;
- DCFS training and mandated reporter certificate;
- Experience with childhood trauma issues and treatment;
- Ability to communicate effectively verbally and in writing;
- Excellent crisis intervention and problem-solving skills;
- Strong interpersonal skills and ability to maintain professional boundaries;
- Computer proficiency;
- Reliable transportation and a clean driving record;
- Acceptance and respect for diversity of culture, sexual orientation, gender identity or expression, ability, and religious belief.

**Working Conditions**

Standard office environment. May be required to travel to local hospital emergency departments, schools, courthouses, satellite offices and other locations for purposes of training, advocacy, counseling and to otherwise represent Mutual Ground. Some evening hours are required.

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.