

Requirement of all Employees

Background Checks: All employees must pass child abuse and neglect central registry screening, preemployment drug testing and criminal background checks; All employees must complete a drug test during pre-screening. Employees are required to maintain confidentiality to protect victims. As a result, an extensive background check of work history and education will be conducted prior to hiring.

Training: All new employees are required to receive 40 hours of crisis intervention and trauma inform care training. All continuous employees are required to receive at least 20 hours of crisis intervention and trauma informed care training.

Mandated reporters: All employees are mandated reporters. Your work will have you in contact with vulnerable individuals and you have a legal duty to report abuse. While advocates generally keep victims' information confidential, they must legally report certain information, including threats victims make against others (or threats others make against the victim); threats of self-harm; and observed or suspected child neglect or abuse.

Special requirements of all employees: All contacts with clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 12 months. New hire evaluation will be every 3 months during the first year of employment.

LICENSED COUNSELOR – JOB DESCRIPTION

JOB DESCRIPTION

CURRENT EMPLOYEE: To Be Hired

CURRENT OPENINGS: Three positions (two part-time & one full time)

IMMEDIATE SUPERVISOR: Executive Director, Washington Youth Court Judge, and/or Healthy Relationship Program Director

HOURS: 32– 40 hours per week, full-time position with benefits (Weekly hours will sometimes include weekend hours)






SALARY Includes: Health, Life, Vision, and Dental Insurance, range - \$36,000 to \$46,000

LABOR STANDARDS ACT (FLSA)

Classification: Exempt status full time and contractual part-time

WORK SETTING: Requires on-site and fieldwork during times of acute crisis. Due to the nature of the work, this position will require some on-call, weekends, holidays, and evening work.



VICTIMS TO BE SERVED:

-  Sexual Assault
-  Bullying
-  Domestic/Dating Violence
-  Human Trafficking
-  Stalking

FUNDING SOURCES: Rural Grant 100%, SASP Grant 50%, SSFF Grant 100%





SERVICE AREAS: Washington, Bolivar, Sunflower, Holmes, Humphreys, and Leflore Counties

LICENSURE:




-  As required by State law
-  Will maintain professional licensure per state requirements

LICENSED COUNSELOR – JOB DESCRIPTION







JOB SUMMARY:

-  This person will provide psychological support to individuals and families (all ages) effected by interpersonal violence.
-  Must be compassionate.
-  This person must be resourceful and able to connect clients with appropriate resources to help them feel safe and supported.
-  This person will offer social services by providing mentorship, counseling, legal assistance and/or assistance with domestic issues.


QUALIFICATIONS:

-  The Licensed Counselor should understand his/her own limitations, seeking advice and assistance when necessary.
-  Must have the ability to work independent with limited supervision.
-  Ability to perceive individual needs of victims of interpersonal violence and conceptualize these needs in terms of emotion wellbeing and development of human growth and then introduce program opportunities which meet the individual needs and enhance the quality of life for the clientele.







EDUCATION, EXPERIENCE AND TRAINING

-  A master's degree in a mental health-related field, such as psychology, social work, mental health counseling or school counseling
-  Experience with at-risk youth (either personally or professionally) is an advantage.
-  A calm and reassuring demeanor.
-  No prior criminal offenses.
-  Ability to offer good advice in difficult circumstances.
-  Previous experience in demonstrating sound judgement when appropriate authorities need to be contacted.









Experience:

-  Three-year full-time experience as a counselor or in a related field.







DUTIES AND RESPONSIBILITIES:

-  Intervene in crisis situations, for example, receive incoming crisis calls and help individuals or communities deal with the effects of interpersonal violence,
-  Provide on-the-spot crisis counseling and offer advocacy services for victims, such as helping people obtain social services or basic needs such as food or shelter.
-  Gain a child's trust while being also able to approach relevant authorities about potential safety risks.
-  Balance providing support by offering valuable and necessary life lessons.
-  Perform a variety of administrative tasks, such as filling out reports completing social summaries, intake, and inputting information on a data base program.
-  Conduct intake interviews with clients and families





LICENSED COUNSELOR – JOB DESCRIPTION

-  Develop treatment program
-  Mediate conflicts between clients and their parents
-  Analyze clients' individual needs and requirements
-  Write progress and evaluation reports
-  Complete client paperwork
-  Monitor clients' progress
-  Modifying treatment plans as needed
-  All other duties as assigned.






SKILLS NEEDED:

-  React quickly and calmly during times of crisis and
-  Be able to effectively manage high levels of stress.
-  Have good recording keeping skills
-  Work well with people from all walks of life
-  MUST be able to maintain confidentiality regarding client's records and personal identifying information.
-  Be non-judgmental

Fundamental Skills







-  Analytical thinking
-  Empathy
-  Critical thinking
-  Organization skills including prioritizing and timekeeping

Communication Skills

-  Have excellent communication and can interpret and use non-verbal communication skills
-  Be an active listener
-  Be able to listen to what is not being said whether through omission or expressed non-verbally.
-  Be able to encourage clients to talk by asking open questions while keeping the client's responses on track.
-  Be able to interpret and use non-verbal communication such as voice tone and pitch, posture, facial expressions, gestures, and unconscious movements are key skills.












LICENSED COUNSELOR – JOB DESCRIPTION

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:




-  Works closely with all members of the care team in development of the plan of treatment, including discharge plans, based on the psychosocial assessment, and accepted social work interventions;
-  Develops and maintains thorough knowledge of referral resources throughout the service area of the agency;
-  Maintains up to date knowledge of Medicare, Medicaid, and other third-party resources for client;
-  Maintains accurate and timely records, including clinical progress notes, according to facility's policy;
-  Provides positive empowering relations with clients, their children, and extended families; and,
-  Adheres to all company policies

ESSENTIAL FUNCTIONS




LICENSED COUNSELOR IS EXPECTED TO:

-  Behave ethically and professionally.
-  Can work with diverse populations.
-  Can collaborate well with others since they interact with professionals from many different social service and government agencies.
-  Have emotional resilience and stability since the work often involves dealing with crises
-  Have developed physical, sensory, and cognitive abilities
-  Have knowledge in caring for clients in different developmental stages throughout the life cycle.
-  Can communicate effectively both verbally and in writing.
-  Maintain consistent attendance
-  Comply with all client facilities' policies, procedures, and practices.
-  Comply with all policies and uphold our standards of excellence while on assignment in the field with the client; and,
-  Assure that clients, volunteers, and staff are treated with respect and dignity regardless of race, ethnic background, gender, or socioeconomic background.

MINIMUM QUALIFICATIONS:

-  Leadership ability, including demonstrated capacity to supervise staff.
-  Ability to relate to individuals and groups.
-  Knowledge of community organizations in the human service field and understanding of community organization, including underlying social and economic forces.

LICENSED COUNSELOR – JOB DESCRIPTION

-  Understanding and ability in therapeutic and casework modalities.
-  Possession of a valid Mississippi Driver's license, an automobile that can be used during working hours, and adequate insurance.
-  Possession of a license in the stated field.

Working Conditions:

The Counselor must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases, and dusts. There is also the possibility of physical injury/verbal abuse from an out-of-control client and/or visitor. Frequent exposures to distressed clients, families, or visitors

Signature of Employee/

Date

Signature of Supervisor/Dr. Patricia Ann Davenport

Date