



# COUNSELOR JOB DESCRIPTION

**Mission Statement:** The mission of Sexual Trauma Awareness & Response® (STAR®) is to support survivors of sexual trauma, improve systems response, and create social change to end sexual violence.

**Position Summary:** The Counselor is responsible for providing individual and group counseling to sexual trauma survivors and their loved ones. Other duties may include the supervision and training of staff/volunteers/interns that support the program.

**Classification:** 40 hours/week (Full-time/Non-exempt)

**Reports to:** Capital Area Counseling Director

**Supervises:** Counseling Interns

**Salary:** Base pay range is \$36,000 - \$41,000; additional compensation will depend on education, knowledge, and experience.

## Position Duties

In order to provide a comprehensive understanding of this position, this description categorizes tasks by their function on a daily, weekly, monthly, etc. basis. Tasks may be added or omitted as the organization's funding or priorities change. Position duties are reviewed and updated as needed with the employee and supervisor at least annually.

### Daily

- Clock-in and clock-out using the organization's online timekeeping system
- Provide individual counseling to survivors; daily reminder calls if needed
- Complete psychosocial assessments for new clients
- Allow interns to observe sessions and debrief afterwards
- Documentation of all client interactions
- Case management of clients (following up with no-show's, calling new intakes, scheduling matters, looking up referral agencies)
- Treatment plan for clients

### Weekly

- Facilitate individual supervision with interns
- Facilitate group therapy
- Participate in weekly branch meeting
- Participate in weekly Counseling Team meetings

- Submit weekly report to Counseling Director
- Facilitate group counseling
- Treatment plan for clients

#### **Semi-Monthly**

- Submit timecard and Time & Effort form (at the end of the month)
- Participate in 1-1 meetings with Counseling Director
- Participate in supervision for licensure (not included in work clock hours)

#### **Monthly**

- Participate in monthly staff meeting

#### **Quarterly**

- Participate in cross-branch quarterly team meetings
- Complete evaluation of interns

#### **Semi-Annually**

- Facilitate crisis intervention training for volunteer training

#### **Annually**

- Participate in performance review with Counseling Director
- Assist with policy and procedure revision as requested
- Complete at least 20 hours of continuing education either in person or online to keep up with best practices

#### **As Needed**

- Follow up for requests for counseling information from clients, agencies and other practitioners
- Respond to 3rd party requests
- Answer crisis hotline calls
- Develop new events to engage survivors
- Collaborate with other agencies to increase services for survivors
- Submit new strategy proposals
- Submit mandated reports to DCFS and/or law enforcement
- Community outreach
- Facilitate community trainings
- Develop psychoeducational materials on various topics related to sexual trauma for use with clients, community partners, and the general public

### **Qualifications for this Position**

The following are the minimum requirements for this position.

- You are a licensed social worker (LMSW or LCSW) or licensed professional counselor (PLPC or LPC) in the State of Louisiana and have a minimum of a Master's Degree in one or more of the following: mental health counseling, social work or a related field. Social workers or counselors must have regular supervision, consultation and/or review of cases,

preferably by a licensed psychiatrist, psychologist, social worker, or certified therapist licensed in the state of Louisiana. Contract practitioners must provide a copy of their license, proof of liability insurance and must be able to demonstrate relevant experience and training.

- You have at least one year of experience providing individual and group counseling sessions to children, adolescents and adults in a clinical setting.
- You have experience working in the field of trauma and understand the basic tenets of trauma informed practices.
- You are knowledgeable about the principles of sound therapeutic practices with survivors of sexual trauma, including working with the continuum of sexual trauma services.
- You are able to travel throughout the Capital Area.

## Requirements for all Positions at STAR

STAR expects the following qualities for the members of our team.

- You are committed to carrying out STAR's mission, vision and philosophy.
- You adhere to STAR's core values, policies and procedures.
- You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
- You uphold the highest ethical standards and respect for confidentiality.
- You communicate effectively, problem solve, and work well with people from diverse backgrounds.
- You know how to secure and deploy resources both effectively and efficiently.
- You build strong relationships, and you deliver effective client and survivor-centric solutions.
- You have strong writing skills and maintain quality documentation free of grammatical and spelling errors.
- You display professionalism with clients and co-workers.
- You take care of yourself by knowing your personal limitations, communicating your needs to others, and asking for help when needed.
- You can handle multiple tasks simultaneously and have excellent organizational skills.
- You can identify and respond to shifting priorities.
- You are committed to learning and growing both professionally and personally.
- You consent to and successfully complete a full background investigation, which includes a criminal history check and fingerprinting.
- You have completed, or will complete in the first year of employment, a mandatory 40 hours of sexual violence training; plus 20 hours of continuing education/training annually.
- You have a valid driver's license and a working, insured vehicle at the time of appointment.

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Employee Signature

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Date

