



Houston Area Women's Center

Outreach Counselor (Part-Time) - 15 hours

Department: Counseling Services

FLSA Status: Non Exempt

Work Schedule:

Monday – Friday (flexibility required)

Flexible on Saturdays

Job Status: Part Time

Reports To: Manager of Counseling & Advocacy

Amount of Travel Required: up to 75%

POSITION SUMMARY

Provide counseling to adult survivors of sexual violence who are incarcerated in the Harris County Jail under the supervision of the Manager of Counseling & Advocacy. This grant is in conjunction with PREA (the Prison Rape Elimination Act) and the Houston Area Women's Center.

DUTIES AND RESPONSIBILITIES

- Interview clients individually or in groups assessing their situations to determine counseling needs.
- Counsel adult survivors of sexual violence individually or in group sessions at the Harris County Jail facility as well as the agency locations.
- Coordinate counseling efforts with mental health professionals or other health professionals.
- Assist clients in planning that will result in client empowerment. Review clients' progress in relation to goals.
- Coordinate activities with Harris County Jail facility, community partners, etc.
- Maintain accurate case history records and prepare reports. Update files and record client services by existing deadlines.
- Provide referral information, counseling, and emotional support in a non-judgmental, non-directive manner to clients. Work cooperative with all departments of the agency and refer eligible clients to external community resources for services and internal agency programs.
- Develop and review service plans in consultation with clients, and perform follow-ups as needed.
- Communicate special concerns or safety issues regarding clients as needed.
- Attend Case Meetings for feedback and information and to develop working plans to address client issues. Communicate with other departments of the agency to resolve client needs.
- Complete all necessary paperwork for payroll, reimbursements and maintain accurate records, statistics, etc.
- Other duties may be assigned. Should such duties become routine, the description may be revised.

- Provide referral information, counseling and emotional support in a non-judgmental, non-directive manner to clients.
- Model and teach nonviolent discipline and conflict resolution skills to adults and children receiving services.
- Provide written information and recommendations on issues that arise while providing services.
- Supervise and create a safe environment, ensuring for the general safety and welfare of children/teens during program hours.
- Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.
- Communicate concerns about clients - both adults and children - to supervisor.
- Maintain accurate records and appropriate documentation of services.
- Assist interns' growth by providing constructive feedback.
- Advocate at HAWC and other agencies on behalf of adults and children.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education:

- Master's degree in Counseling, Social Work, Psychology or related preferred

Experience:

- Minimum of two years counseling experience working with adults individually and in groups in a social services environment required
- Proven case management skills are required
- Experienced in rape crisis management is strongly preferred
- Provide services from a feminist/oppression perspective that includes empowerment, power differentials and gender issues.
- Understand and be able to set appropriate boundaries with clients.

Computer Skills: Experienced in Microsoft Office specifically Excel and Outlook.

Language: Speak, writes, and understands English proficiently. Bilingual Spanish/English speaking preferred

Certificates & Licenses: Possess a valid Texas driver's license, reliable means of transportation.

Competencies

- Accountability - Ability to make decisions, follow-up and take responsibility for the outcome of those decisions. Ability to open and close classrooms.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Excellent organizational skills.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Flexibility in schedule is needed for staff coverage, client issues, trainings, counseling sessions, etc.
- Understanding of issues related to programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of clients' information
- Critical thinking skills are also needed to perform duties.

Other Requirements:

- Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- Ability to function effectively in a crisis center with emergency situations.
- Ability to conduct individual/group sessions.
- Must complete Houston Area Women's center's crisis intervention training.
- Participate in HAWC events and trainings throughout the year.
- Maintain accurate records, statistics, and documentation of services.

PHYSICAL DEMANDS

- Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the Harris County Jail location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Prepared by: Pam Huewitt & Sonia Corrales

Date: 1/12/2017

Employee Signature: _____

Date: _____