



Houston Area Women's Center

Counselor Part Time

Department: Counseling Services

FLSA Status: Non Exempt

Work Schedule:

Tuesday 4:00pm – 7:00pm

Wednesday 6:00pm - 8:00pm

Thursday 6:00pm - 8:00pm

Job Status: Part Time (7 hours)

Reports To: Manager of Counseling & Advocacy

Amount of Travel Required: N/A

POSITION SUMMARY

Provide group and/or individual counseling to adult and/or child survivors of domestic and/or sexual violence on-site.

DUTIES AND RESPONSIBILITIES

- Provide group and/or individual counseling to adult and/or child survivors of domestic and sexual violence.
- Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.
- If required, attend Houston Area Women's Center (HAWC) staff meetings and other appropriate meetings.
- Use resources to provide services to clients.
- Advocate at HAWC and other agencies on behalf of adults and children.
- Implement all program evaluation to ensure effective programming.
- Provide group counseling, individual counseling and childcare (on an as needed basis).
- 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 adult and children clients 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 in training and orienting, volunteers and interns.
- Lead group with an intern co-facilitator.
- Assist interns' growth by providing constructive feedback.
- Understand and set appropriate boundaries with clients

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education:

- Bachelor's degree in Social Work, Counseling or Psychology, or currently enrolled in Master's program

Experience:

- Minimum of one year counseling experience working with adults and/or children
- Minimum of six month experience facilitating group counseling

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.
- 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, etc.
- Understanding of issues related to counseling programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of clients' information as well as shelter location for the safety of clients and staff.
- 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.
- Be knowledgeable about contacts with organizations and agencies that provide services to HAWC clients.
- Maintain accurate records, statistics, and documentation of services.
- Report unsafe activities/practices in all areas of the facility to the Manager of Counseling & Advocacy
- Complete assigned projects from the supervisor.
- Understanding of and sensitivity to issues of domestic violence as they relate to women, children, and family dynamics.
- Skilled in crisis intervention and conflict resolution with survivors of domestic and sexual violence.
- Provide services to adults and/or children/teens from a feminist/oppression perspective that includes empowerment, power differentials and gender issues.
- Understand and be able to set appropriate boundaries with clients.
- Knowledge of laws and regulations relating to child abuse and neglect, sexual abuse, liability and negligence
- Other duties may be assigned. Should such duties become routine, the position will be reviewed and revised

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 our Non-Residential facility.

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

Date: 12/19/2016

Employee Signature: _____

Date: _____