



## The Purple Door Job Vacancy

**POSITION TITLE:** Counselor

**STATUS:** Full-Time

**To Apply:** A completed employment application and assessments are required to be considered for employment. The online- application and assessments can be accessed at:

<https://www.ondemandassessment.com/link/index/JB-JW2VYIBTZ?u=77717>

**Purpose/Function of Position:** To provide individual and group counseling to adult and child victims of domestic violence and sexual assault and to ensure quality service delivery.

**Duties include, but may not be limited to the following:**

- Provide individual/group counseling for presenting clients.
- Advocate for client by providing appropriate referrals for services with other agencies, and by providing information to clients which enable them to improve their quality of life.
- Accompany clients to court as requested and as possible.
- Interpret to clients the services offered by the agency and to facilitate their entry into any program component as appropriate.
- Assist with group development as opportunities/needs arise.
- Develop and maintain a working relationship with local universities.
- Interview potential practicum students/interns and place as appropriate.
- Provide training to students in regards to agency philosophy and appropriate counseling techniques.
- Provide on-going supervision and training during the course of the individual's practicum/internship.
- Complete intern evaluations as appropriate and necessary.
- Make public appearances, as assigned, in order to interpret the services of the agency to the community.
- Participate with other staff in long-range planning as requested, in order to ensure continuing quality service delivery to clients and the community.
- Ensure that professional case records are maintained for clients and reporting requirements.
- Ensure that an accurate record of work hours, mileage, etc. is maintained.
- Ensure timely preparation of reports as requested.
- Attend all meetings and training as directed.
- Maintain professional conduct and represent the Agency in a professional manner

**EDUCATION:** Masters Degree in Counseling or human service field required. LPC or LMSW preferred.

**QUALIFICATIONS:** Knowledge regarding dynamics of domestic violence and sexual assault; excellent oral and written communication skills; bilingual in English/Spanish preferred; high level of personal integrity, diplomacy, discretion, and tact is necessary; computer literate with proficiency in Microsoft Office products; flexible and able to manage multiple priorities with ability to work with minimal supervision and meet deadlines; non-traditional hours to include some evening and weekend hours possible; some travel requiring a valid driver's license and a personal, insured vehicle for use on the job required.