



## **Job Description: Crisis Counselor**

Responsible for the overall management and direction for a comprehensive clinical program including, but not limited to, psycho-social assessments, domestic violence assessments, individual counseling, group counseling, crisis intervention, safety planning, children's therapeutic services, and recreational services, and developing and monitoring linkages with or development of Safe Passage sponsored programs which provide mental health, substance abuse and other therapeutic services. The counselor will participate as part of the Shelter, DV, Child Advocacy, and Sexual Assault team to provide additional case management services including assistance with identification and utilization of resources, triage cases, provide assistance to team Coordinators, assist in advocacy for victims, including shelter residents. This position requires the ability to work independently in an acute care setting.

### **DUTIES AND RESPONSIBILITIES:**

- Crisis intervention and assessments of the client's psychological status, emotional status, and physical health conditions
- Make determinations as to the level of danger the client faces; presence of any substance abuse issues and efficacy difficulties.
- Advocate for clients, initiating strategies that will guide the client towards therapeutic solutions.
- Functions as a team member to develop case plans that meet victim's needs. Act as a case manager for assigned caseloads depending on program assignment.
- Assists in providing a safe and therapeutic environment according to established policies and procedures.
- Completes written documentation of case plan, services, behaviors, and progress in compliance with Safe Passage and program standards.
- Participates in the evaluation of program effectiveness and efficiency and works to ensure continuous improvements quality of services.
- Assist in any training of volunteers involved with the agency
- Participate in additional tasks necessary to achieve program goals
- Participate in regular team meetings, supervision meetings and "all-staff" meetings, and retreats
- Overall responsibility for the coordination of all clinical services including all psycho-social assessments, individual counseling, group counseling, domestic violence assessments, crisis intervention and children's therapeutic services.
- Directly supervise the Clinicians.

P.O. Box 11458 • Rock Hill, SC 29731

803-329-3336 Admin. Ofc. / 803-329-3515 Fax / 803-329-2800 Crisis Line

- Providing individual and group therapy to adults and children including, but not limited to working concurrently with parents and/or other service providers.
- Developing group curriculum for adult and child psycho-educational groups.
- Reviews all tasks related to time and attendance, annual performance evaluations, and related salary enhancements for clinicians supervised.
- Overall responsibility for ensuring all clinical interns and clinicians receive a formal orientation to the department, site, and Safe Passage and all mandated courses for Safe Passage employees, and any courses which are indicated for additional professional growth and development as a department or as individuals.
- Collects, analyzes, and reports on departmental statistics as indicated by Safe Passage, funding bodies, and regulatory agencies, through documentation systems.
- Ensures the delivery of quality and appropriate clinical services to all shelter residents and non-residential clients through supervision of his/her supervisees, adherence to all requisite regulations, and all policies and procedures of Safe Passage including, but not limited to, team meetings and case conferences.
- Responsible for the Safe Passage Individual Development Account program.
- Responsible for providing supervision for graduate students in related educational backgrounds.
- Acts as liaison with other department directors.
- Performs other duties as assigned.

Requirements:

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- Licensed Clinical Social Work or Licensed Professional Counselor required.
- Minimum of three (3) years management experience required including proven supervisory and staff development skills. Five (5) years management experienced preferred.
- Experience facilitating support groups and workshops required.
- Knowledge and understanding of team concepts in a trauma-focused setting.
- Knowledge and understanding of family systems approach to practice preferred.
- Experience working with survivors of domestic violence, sexual trauma, and child abuse required.
- Knowledge and understanding of Trauma informed care model of services required.
- Experience in child therapeutic interventions required.
- Bi-lingual (English/Spanish) a plus.
- Computer literate specifically with Microsoft applications required.