**Job Title:** Crisis Counselor

**Reports to:** Executive Director

**Job classification and status:** The Crisis Counselor is an hourly, grant-funded position and is an at-will employee of the Small Talk Children’s Assessment Center (Small Talk). The position requires 40 hours per week of crime victim support services with some flexibility in scheduling. The position and pay rate is contingent upon VOCA funding.

**Essential Duties and Responsibilities:**

Under the direction of the Executive Director, the Crisis Counselor will be responsible for, but duties are not limited to:

- Complete the intake process with each family by greeting families when they enter the center, assist with completion of intake paperwork, provide resource packet which will include information regarding services at Small Talk.
- Provide in-person crisis intervention for children and non-offending caregivers at first contact with Small Talk.
- Evaluate the child’s/family’s needs and provide appropriate support and information
- Offer up to 12 counseling sessions for each client and non-offending caregiver seen at the center and provide counseling services when requested
- Organize support groups opportunities and provide support groups to both children and their non-offending caregivers
- Make recommendations and referrals for ongoing mental health therapy and sexual assault counseling
- Act as a liaison with the Prosecutor’s office to provide advocacy and support with court proceedings.
- Maintain timely, accurate documentations and statistical information pertaining to client files.
- Provide accurate statistical reports as needed
- Comply with all VOCA related guidelines
- Update NCATrak database with counseling and victim advocacy information
- Attend monthly case review meetings
- Participate in professional development as approved by the Executive Director
- Other duties as assigned

**Skills, knowledge, and abilities requirements:** The Crisis Counselor must have knowledge of child development and child sexual abuse dynamics and at least two years of experience supporting victims of sexual abuse and their families is required. The Crisis Counselor must be able to work cooperatively with clients, team members and other
community partners. Have excellent rapport building skills and be able to demonstrate sound clinical judgment.

**Educational requirements:** Master’s degree in Social Work (MSW), Counseling (LPC), or related field and must maintain all licenses and credentials.

**Physical Environment:** The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting.

Small Talk will employ the Crisis Counselor in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American with Disabilities Act laws.

Revised: August 2015.