

The Montgomery Area Family Violence Program, Inc.  
dba Family Sunshine Center

<b>Position Title:</b>	Victim Services Counselor
<b>Specialty:</b>	Domestic Violence, Sexual Assault
<b>Reports to:</b>	Adult Counseling Services Supervisor
<b>Status:</b>	Full-Time, Exempt
<b>Work Site:</b>	FSC Montgomery Administrative Office
<b>Summary:</b>	The Victim Services Counselor provides supportive services, crisis response, counseling and advocacy services to primary and secondary victims of domestic violence and/or sexual assault.

### **Responsibilities**

1. Provide supportive services to include advocacy, case management, and crisis counseling to victims and/or families of domestic violence and/or sexual assault in assigned service areas and/or at the client's home when transportation is a hindrance to obtaining services.
2. Identify local resources and service providers to develop appropriate referral resources for victims.
3. Educate clients about program guidelines, related program information and eligibility requirements. Provide vibrant and meaningful individual, family, and group counseling.
4. Assess lethality of individual client situations and develop and review appropriate safety plans with clients. Establish a course of action by exploring options and assisting clients to establish treatment goals.
5. Educate the local communities in assigned service areas about available domestic violence and sexual assault services. Distribute materials for victims to local agencies.
6. Deliver victim presentations on domestic violence, sexual assault, human trafficking and related FSC services to agencies, churches, civic groups, etc.
7. Establish a network of communication between local agencies and FSC in order to help victims meet law enforcement, legal, financial, housing, employment, and other needs.
8. Provide court advocacy, information and referrals, and moral support to victims participating in court proceedings.
9. Provide and facilitate support groups for victims as needed.
10. Assist with walk-in clients and victim emergencies as needed.
11. Attend supervision with Adult Counseling Services Supervisor on a regular basis.
12. Maintain requirements for licensure if applicable.
13. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures.
14. Perform other duties as assigned by the Adult Counseling Services Supervisor.

### **Qualifications**

- Master’s degree in Counseling, Social Work or related field. Licensure preferred.
- Two years’ experience in the field of family violence, sexual assault, and/or child abuse with a willingness to cross train in all fields is preferred.

**Knowledge, Skills and Abilities**

- Ability to maintain poise and self- control in crisis situations.
- Ability to communicate with and be sensitive to the needs of people of various backgrounds.
- Ability to assess client needs and to determine priorities.
- Exhibits excellent interpersonal skills.
- Knowledge of current social and economic problems and the way these problems affect families and individuals.
- Ability to identify and use community resources.
- Knowledge, adherence, and application of applicable laws/regulatory agencies.
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines
- Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals.
- Exhibits strong verbal and written communication skills.
- Strong computer skills in current Microsoft applications to include Outlook, Word, Excel, PPT, and Publisher

**Travel Requirements:**

Local and statewide travel as needed and required by funding sources for training, meetings with other partners, or client assistance/transportation; reliable transportation, valid driver’s license and liability insurance coverage is required.

I have received, reviewed and fully understand the job description for Victim Services Counselor. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

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Employee Signature