Position Announcement
Community Action Partnership of Madera County

POSITION: COUNSELOR

POSITION TYPE: Exempt; 40+ hours per week

SALARY SCHEDULE: Range 26.5 ($21.66-26.40 per hr)

IMMEDIATE SUPERVISOR: Victim Services Program Manager

SUPERVISES: N/A

DEFINITION: Provides crisis intervention to victims of domestic violence. Identifies mental health concerns and provides therapeutic approach to address concerns. Maintains an on-going case load for clients receiving counseling. Identifies short and long term goals to guide victims through a healing process. Provides individual and group counseling. Individual counseling is to address the immediate needs of each victim, group counseling is to provide support, and empowerment for a collective group of victims.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP:
- Maintains confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Adheres to the CAPMC values, policies and procedures.
- Engages in personal and professional development.
- Shares information and knowledge with others.
- Represents CAPMC in the community in a professional and competent manner.
- Reports suspected child abuse accordance to CAPMC guidelines.
- Keeps informed of current theories and practices in the field.
- Professional role model for parents, children, community, and co-workers.
- Participates in new staff orientation/mentor activities.
- Participates in staff, CAPMC events, and volunteer meetings.
- Interacts with victims and their families in a culturally sensitive way.
- Responsible for setting priorities and meeting deadlines.
- Works as a team member to support the functions and operations of Victim Services

CRISIS INTERVENTION:
- Responds empathetically to victims in crisis to reduce levels of trauma and
COUNSELOR
Page 2 of 6

provide support.
- During non-office hours, responds to crisis line or provides back-up to volunteers on a 24-hour crisis line on a rotational basis.
- Provides support as needed
- Provides transportation when necessary and safe.
- Provides short-term and long counseling to victims and their children in crisis.
- Responsible for referring individuals to appropriate community resources for additional assistance.

CASE MANAGEMENT:
- Maintains case files for victims of domestic violence.
- Maintains a record of all counseling sessions for each victim.
- Addresses mental health concerns and provides therapy.
- Provides an aftercare plan to victims affected by trauma.
- Records the progress of each victim, and seeks input for those failing to progress.

DOCUMENTATION/RECORD KEEPING:
- Writes and submits monthly productivity reports.
- Maintains a written system of all sessions for each client
- Maintains records and statistical data reports, where applicable.
- Writes and submits monthly summary sheets.

PROGRAM DUTIES (Domestic Violence Program)
- Provides support for victims of domestic violence seeking counseling services.
- Provides therapy to victims of domestic violence to reduce the level of trauma.
- Responsible for identifying mental health concerns and a therapeutic method for treatment.
- Provides therapy for children exposed to domestic violence.
- Responsible for identifying short and long term goals for each victim.
- Makes referrals when appropriate for medical concerns.
- Prepares and facilitates support groups for survivors of domestic violence.
- Explains the purpose of counseling and the goals with each victim.
- Must maintain monthly activity schedules and submit monthly reports to the Program Manager.
- Responsible for ensuring the confidentiality of victims and their records.
- Must attend meetings, pre- and in-service trainings and other required trainings.
- During non-office hours, responds to crisis line or provides back-up to volunteers on a 24-hour hot-line on a rotational basis.

COMMUNITY AWARENESS AND TRAINING:
- Participates in CAPMC events that support the agency mission and vision.

OTHER DUTIES
- Adheres to the Americans with Disabilities Act (ADA-1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
COUNSELOR
Page 3 of 6

- Performs other duties as assigned.

**Limits of Authority**
- Maintains close communication with the Victim Services Program Manager to recommend a course of action and to receive directives on priorities.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**
- Full knowledge of counseling models adopted in California and recorded as best practices.
- Full knowledge of counseling procedures.
- Full knowledge of maintaining case plans.
- Full knowledge of therapy models for children addressing anger and violent behavior.
- Speaking and interviewing skills
- Community resources and demographics of Madera County.
- Challenges facing victims in Madera County.

**ABILITY TO:**
- Communicate effectively orally and in writing with individuals and groups from various socioeconomic and cultural backgrounds and ages; public, private and governmental agencies, particularly social service agencies.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- Spanish speaking is required.
- Set clear boundaries and provide structure to victims of domestic violence
- Organize client files in a professional manner
- Prioritize various job duties.
- Work a flexible schedule based on program needs.
- Adapt to change.
- Work as a collaborative member of a team.

**EDUCATION/EXPERIENCE:**
- Masters Degree in Counseling required LMFT or MSW
- Must have an active counseling license to practice in the state of California.
- Minimum of three years of experience working with families in crisis.

**OTHER REQUIREMENTS:**
COUNSELOR
Page 4 of 6

- Must be able to relate with all people of the community regardless of ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC and Victim Services Department.
- Must pass health screening and TB skin test or chest x-ray.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable, insured transportation and a valid California Driver’s License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC’s policy.
- Must complete all background requirements: livescan, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing entities and investigative authorities. Employment is contingent upon receiving a clearance from appropriate authorities.
- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.
- Must complete state certified counselor/advocate training per grant’s requirements.

GENERAL PHYSICAL REQUIREMENTS
Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
COUNSELOR
Page 5 of 6

- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY
The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Exempt.
APPLICATION PROCEDURES

Application forms are available at the Community Action Partnership of Madera County, 1225 Gill Ave, Madera, CA 93637, (559) 673-9173, or at www.maderacap.org. Please submit a copy of transcript or degree with application to be considered for position.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.