

**Delaware County Victim Assistance Center**  
**Job Description**

**Counselor**  
**FT 35 hours per week**

Position Parameters

- Accountable to Director of the Sexual Assault Department or Crime Victims Services Department
- Professional, exempt position

Required Skills and Abilities

- Clinical skills for effective acute short-term counseling of individuals and/or families
- Ability to assess service needs and develop, implement, and evaluate client service plans
- Ability to assume responsibility
- Effective team member

Minimum Experience, Training, and Clearances

- Bachelor's degree with experience in counseling or master's degree in counseling, social work, or related field
- Some clinical experience; experience counseling sexual assault victims preferred
- Experience counseling children and/or adolescents preferred
- Satisfactory background checks: child abuse, criminal history, FBI fingerprinting
- Forty hours of sexual assault counselor training, provided by Delaware County Victim Assistance Center subsequent to hire

Job Responsibilities

- Provide individual counseling services to sexual assault victims, victims of other serious crimes, and significant others who require counseling intervention
- Provide group counseling services to sexual assault clients and to victims of other serious crimes as needed
- Work in collaboration with Advocates, Therapists, and other staff as appropriate
- Participate in on-call hotline rotations, which may include after-hours evenings, nights, weekends, and/or holidays
- Record client services in a timely manner and prepare service reports as requested
- Participate in agency-wide activities, including fund raising activities
- Perform other VOCA-eligible duties as assigned
- Perform other duties as assigned

Employee Signature: \_\_\_\_\_

Date: