**Position Title:**  Bilingual Counselor   
**Salary Range: $25.00/hr   
Job Classification:** Full-time, non-exempt **Hours: Varied, with some week nights and weekend hours**



**Supervised by:** Sexual Assault Services Supervisor/Therapists

**Position Summary:**

This position is responsible for providing counseling services and to adequately respond to the emotional needs of assault clients, provide assistance to primary and secondary victims of assault in order to stabilize their lives, assist clients with understanding and participating in the criminal justice system and better provide clients of with a measure of safety and security. Advocate on behalf of Sexual Assault clients for needed resources and services in their scope of healing.

**Essential Functions:**

* Implement Trauma Informed Care standards into all aspects of client care and counseling.
* Conduct an in-depth interview and client assessment to gather information from the client to determine appropriate services, resources and needs. Assist client in developing goals that are client centered and trauma informed.
* Assist clients with creating safety plans, including coordinating care and safety planning with community resources, the District Attorney (D.A.) Victim Services Advocates, and law enforcement.
* Provide short- or long-term clinical counseling (including individual and group counseling) under the oversight of an LCSW (licensed practitioner) to periodically assess client’s safety, risk, and wellbeing, and promote their psychological well-being in the aftermath of the event.
* Assist clients who are experiencing high levels of trauma and anxiety to make difficult decisions within limited periods of time.
* Assist and support the client in filing a police report (if not already done), including the provision or arrangement for accompaniment and advocacy when filing the report at the local police station - communicate with the clients to ensure the victim is kept appraised of the status of their case throughout the process and support the client through the life of their case.
* Assist clients in completing the paperwork necessary to file a Victim of Crime (VOC) claim and coordinate crime-related emergency needs such as crime-related medical care.
* Have an understanding of the process of filing protective orders; the realistic expectations of court and connect clients with in-house legal advocates/resources to help clients to navigate and understand the complex criminal justice system and legal language if needed.
* Help client anticipate the emotional ups and downs of having to possibly face the perpetrator/s in court, and the possibility of having to testify in court and be subject to cross examination;
* Be aware of other program and community resources in order to connect and link to appropriate resources such as emergency domestic violence shelters;
* Conduct community outreach and in-reach by distributing flyers and engaging in conversation with service providers, patients and clients to help identify victims and inform them of their rights.
* Ensures case documentation is up-to-date and reflective of services provided. Files are subject to review at any time.
* Provides crisis intervention through hospital accompaniment during SART activation and help clients obtain rape kits if needed.

**Requirements:**

* Must be able read and speak Spanish
* Must be knowledgeable of the principles of sound therapeutic and advocacy practices with victims of assault, including working with the continuum of DVP/SA services.
* Must understand victimization and demonstrate practices sensitive to abuse/assault issues in therapy.
* Strong oral communication skills required to effectively communicate with a broad range of individuals.
* Strong written communication skills required to maintain quality documentation.
* Ability to prioritize all aspects of the job is a key to success.
* Ability to manage the balance of crisis work with self-care practices.
* Ability to provide group, individual, and crisis counseling sessions.
* Strong problem solving skills required and must be a common sense thinker who can be a quick decisions maker when necessary.
* Must display professionalism and leadership qualities.
* Follow the DVP/SAS policies, practices, emergency procedures and risk management procedures.

**Minimum Qualifications (Education and Experience):**

* Must be a licensed (or working towards licensure) social worker or counselor.
* A Master’s Degree in one or more of the following: mental health counseling, marriage and family therapy, social work or related field is desirable.
* Must have reliable transportation with state required insurance and clean driving record.
* All offers of employment are contingent upon the meeting the minimum requirement(s) established for: employment references, personal references, Fingerprinting (a search of the candidate’s criminal background history), and physical examinations where required.
* Contract practitioners must provide a copy of their license, proof of liability insurance and must be able to demonstrate relevant experience and training.

**Physical Working Conditions:**

* May requires bending, stooping, lifting, and carrying objects up to 25 pounds, with or without accommodations and to effectively work at times odd hours.
* Tolerate prolonged sitting or standing.
* Reasonable accommodation will be made available to individuals with disabilities who are able to perform the essential functions of the job.

**DISCLAIMER**

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

I have reviewed this job description and hereby acknowledge my understanding of my duties. I hereby acknowledge receipt of a true copy of this documentation.

**Background Check:**

* All offers of employment are contingent upon the meeting the minimum organizational requirement(s) established for: employment references, personal references, Fingerprinting (a search of the candidate’s criminal background history), and physical examinations where required.

I have reviewed this position description and the evaluation process with my supervisor and hereby acknowledge my understanding of my duties, reporting system, chain of supervision, evaluation system. I hereby acknowledge receipt of a true copy of this documentation.

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Employee Signature Date Supervisor Signature Date