

Help Center, Inc. Job Description

Program: Sexual Assault Counseling Center (SACC) January 2024
Gallatin County Child Advocacy Center (CAC)

Title: SACC/CAC Counselor-Advocate

Salary Range: \$38,480 DOE at fulltime (1 FTE) – Pro-Rated
\$19,240 annually at halftime. (.5 FTE)

Benefits: Sick leave starts immediately, professional liability insurance is provided
Vacation is granted retroactive to hire after successful completion of six-month probation
Agency contribution to health insurance after 30 days of employment
All three benefits listed are prorated to half time from agency policy

Note: Position is subject to Help Center, Inc policy and procedures including 6-month probationary period. Employment is contingent upon successful completion of a background check. Salary is based on starting wage and will receive a 3-8% increase annually for each year of employment. This position may be combined with other positions within the agency, when available possibly resulting in full time employment. Salary based on experience and work history with Help Center, Inc.

GENERAL SUMMARY:

Primarily responsible for providing personal, legal and medical outreach and advocacy and trauma-based therapies, trauma work and advocacy for primary and secondary victims of all ages, including children. Position requires expertise in children, adult and family services. Additional training is provided. All services are provided through the Sexual Assault Counseling Center and the Gallatin County Child Advocacy Center. Services include emergency and scheduled response including individual counseling, group counseling, on call outreach and legal, medical, and personal advocacy and case management.

Required Knowledge, Skills and Abilities:

- Master's Degree (licensed preferred) in counseling or related field and/or extensive experience in counseling survivors of sexual violence trauma.
- Mastery of trauma theory and demonstrated understanding of and skill in working with victims.
- Ability and willingness to work independently and with others.
- Ability to exercise professional judgment and take responsibility for program policies and procedures.
- Experience and/or training in principles of group theory and facilitation.
- Ability, experience and willingness to work with children and families.
- Ability to work in a multidisciplinary team environment.
- 2 years of experience in advocacy and/or equivalent Sexual Violence advocacy training

Principle Duties and Responsibilities:

The SACC/CAC Counselor-Advocate primarily provides trauma-based advocacy services, assessments and therapies to survivors of all ages, of sexual assault and their loved ones. Training in many areas is provided.

Responsibilities:

- To provide trauma-informed crisis intervention, including legal, medical, personal advocacy and outreach. After completing the initial trauma and advocacies training, Counselor-Advocates are expected to keep up

on skills with ongoing advocacy and mental health trainings.

- To provide comprehensive case management as needed including acting as advocate (not just "referring") to obtain all basic needs. Must provide or provide access for job training skills, employment skills, alcohol and drug counseling, parenting skills as well as provide counseling and therapy. Must have thorough understanding of all community resources and be proficient at using the montana211.org health and human resources database. Must facilitate engagement of community and agencies, on behalf of the client, in providing a positive, coordinated response to victim needs.
- To answer calls, provide outreach and all advocacies for 24-hour periods when on call. Must be flexible, accommodating and collaborative in scheduling to assure that the Program always has a C-A available 24 hours, 7 days a week, 365 days a year. One month notice on vacation time is requested to accommodate changes in scheduling. On call duties require supervision of and quick response for crisis line workers. All crisis calls relevant to sexual assault, past or current are the responsibility of the C-A on call. Back-up help, including coordination response, is provided by the Program Manager.
- Will coordinate relief/back-up when outreaches persist over an extended time frame or when multiple outreaches occur in a single 24-hour period.
- To provide on call services and follow ups. Follow up is required for all clients. A Full-Time position is responsible for 14 –18 on call 24-hour shifts. A Half Time .5 FTE position is responsible for 7-9 on call 24 hour shifts per month.
- To provide ongoing and brief intervention counseling and therapy based on Trauma Recovery Counseling models specific to the trauma of sexual assault. May provide, or arrange for provision, of DBT, CBT, TFEBT, EMDR, Somatic Experiencing, Problematic Sexual Behavior therapies and evidence-based Body Work and practices, when agreed upon or requested by client. Children' s sexual assault trauma counseling will include play and art therapies and sessions should be scheduled in such a way to not be confined to a counseling room whenever possible.
- To provide family counseling and skill building family interventions. Additional training will be provided.
- To collaborate, advocate and coordinate effectively with disciplines involved with client. This position is responsible for being current on the current status on all multidisciplinary protocols pertaining to sexual assault and is responsible in attending all SART and MDT meetings.
- To provide consultation on impact and symptomology of sexual trauma upon request to secondary victims and concerned individuals, systems and community agencies and practitioners working with victims of sexual assault/abuse. Client confidentiality must be maintained in all circumstances except for imminent harm to self or others or harm of child.
- To stay updated on entering client data in multiple data systems including OMS, Victim Services Tracking, and iCarol, preferably on the same day as the activity.
- To assist with statistical and reporting tasks as needed and in a timely fashion.
- Collaboratively accept supervision and work assignments from Directors as needed.
- Engages in consultation and supervision with Program Directors, Managers and peers.
- To meet, in multiple locations, with between 20 – 28 counseling clients (per full time FTE) per week to provide trauma recovery counseling and advocacy services. (10-14 per haft time FTE)
- To co-facilitate groups and help provide counseling support for group members.

POSITION REPORTS TO:

- SACC Program Director. Clinical supervision provided, if needed for licensing hours.

HIRING SIGN IN

_____ was hired on _____ to work under this job description at half time, or an average of 20 hours/week

Work begins on _____, 6 month probation ends on _____

Salary: _____ annually (equivalent of _____ for full time (_____/hour)

Background check was performed by _____ on _____

The signatures below attest to the fact that the job description for the “Sexual Assault Counseling Center Counselor Advocate” as well as the “Personnel Policies and Procedures of Help Center, Inc.” have been discussed and the applicant understands and accepts them.

| Employee Name | Employee Signature | Date |
|---------------|--------------------|------|
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| Name of Hiring Staff | Staff's Signature | Date |
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Comments: