



<b>Job title</b>	<b>Residential Counselor</b>
<b>Reports to</b>	<b>Residential Services Manager</b>
<b>FLSA Classification</b>	<b>Non-exempt / Full-time</b>

### **Job Summary**

Provide individual and group counseling for victims of domestic and sexual violence.

### **Duties and Responsibilities**

- Assess the social and emotional needs of adult clients, identify strengths and develop a treatment plan.
- Provide individual counseling to residential and non-residential clients.
- Facilitate psycho-educational groups and/or support groups for adult residents.
- Provide crisis intervention to victims of domestic and sexual violence.
- Network within the community to develop social resources.
- Provide institutional advocacy to ensure sensitive, responsible treatment of victims.
- Process intakes for both residential and non-residential clients.
- Input accurate and complete client data into agency database; maintain accurate case notes and files.
- Complete and/or submit all required documentation in a timely manner.
- Participate in regular staff meetings, staff training programs and supervisory sessions.
- Contribute to the development of positive team relations.
- Provide domestic and sexual violence education to volunteers/new-hires and the larger community as needed.
- Assist in providing coverage on the 24-hour hotline.
- Provide advocacy to victims of domestic and sexual violence at local emergency departments.
- Work collaboratively with program staff to best meet the needs of clients.
- Act in accordance with MGI, ICADV and ICASA policies and procedures.
- Demonstrate integrity and professionalism in interactions with staff, clients, volunteers and donors.
- Ensure client confidentiality at all times.
- Other duties as assigned.

## **Qualifications**

- Bachelor or Master's degree in social work, counseling or other behavioral health field;
- Bilingual Spanish-speaking preferred;
- 60-Hour Domestic and Sexual Violence Training Certificate;
- DCFS training and mandated reporter certificate;
- Experience with trauma issues and treatment;
- Ability to communicate effectively verbally and in writing;
- Excellent crisis intervention and problem-solving skills;
- Demonstrated ability to manage overall goals while attending to details;
- Strong interpersonal skills and ability to maintain professional boundaries;
- Computer proficiency;
- Acceptance and respect for diversity of culture, sexual orientation, gender identity of expression, ability, and religious belief

## **Working Conditions**

Standard office environment. May be required to travel to local hospital emergency departments, schools, courthouses, satellite offices and other locations for purposes of training, advocacy, counseling and to otherwise represent Mutual Ground. Some evening hours are required.

❖ Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Counselor FT – RSD.  
MGI - Revised 11/12/21