

Date Posted: 05/09/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Counselor (PT)
Employer/Agency: Houston Area Women's Center
Job Description: Provide group and/or individual counseling to survivors of domestic and/or sexual violence on-site.

1. Provide crisis intervention to adult survivors of domestic and sexual violence and children when needed.
2. Provide direct services, individual and group counseling, case management to adult and child clients.
3. Assist in planning phases that will result in client empowerment.
4. Provide referral information, counseling and emotional support in a non-judgmental, non-directive manner to clients. Conduct initial intakes of new clients.
5. Maintain accurate records and appropriate documentation of services
6. **Regular schedule: Tuesdays-Saturdays— evening hours are needed to conduct scheduled groups.**
7. Flexibility in schedule as needed for staffing needs, trainings, client needs, etc.

DUTIES AND RESPONSIBILITIES:

Program Development and Implementation Responsibilities

1. Provide group and/or individual counseling to survivors of domestic and sexual violence.
2. Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.
3. If required, attend Houston Area Women's Center (HAWC) staff meetings and other appropriate meetings.
4. Use resources to provide services to clients.

5. Advocate at HAWC and other agencies on behalf of adults and children.
6. Implement all program evaluation to ensure effective programming.

Direct Services Counseling Responsibilities

1. Provide group counseling, individual counseling and childcare (on an as needed basis).
2. Provide referral information, counseling and emotional support in a non-judgmental, non-directive manner to clients.
3. Model and teach nonviolent discipline and conflict resolution skills to adults and children receiving services.
4. Provide written information and recommendations on issues that arise while providing services.
5. Supervise and create a safe environment, ensuring for the general safety and welfare of children/teens during program hours.
6. Report suspected and prior abuse/neglect to either Child Protective Services or Adult Protective Services when appropriate.
7. Communicate concerns about clients - both adults and children - to supervisor.
8. Maintain accurate records and appropriate documentation of services.

Volunteer and Intern Responsibilities

1. Assist in training and orienting, volunteers and interns.
2. Lead group with an intern co-facilitator.
3. Assist interns' growth by providing constructive feedback.

Qualifications:

Bachelor's degree in Counseling, Social Work, or related field

Must have a minimum of two years of group and individual counseling experience

Experience in working with survivors of family violence is preferred

SKILLS AND KNOWLEDGE:

1. Provide services to adults and/or children/teens from a feminist/oppression

- perspective that includes empowerment, power differentials and gender issues.
2. Understand and be able to set appropriate boundaries with clients.
 3. Understanding and sensitivity towards issues of domestic and sexual violence as they relate to adult and children/teens.
 4. Skills in crisis intervention counseling in individual and group formats.
 5. Communicate in a direct and professional manner with staff, colleagues, volunteers, and clients.
 6. Ability to manage conflicting priorities and make appropriate decisions in a crisis environment.
 7. Ability to take responsibility for decisions.
 8. Understanding of the importance of compromise, negotiation, and conflict resolution both intra- and inter-departmentally.
 9. Ability to work and cooperate with staff and volunteers in a supportive manner.
 10. Knowledge of child developmental stages, age-appropriate expectations, non-violent disciplinary measures and parenting.
 11. Knowledge of laws and regulations relating to child abuse and neglect, sexual abuse, liability and negligence.
 12. Ability to work with people from diverse backgrounds.

Salary/Hours: Part-Time/ 25 hours per week

Employer/Agency: Houston Area Women's Center

Address: 1010 Waugh Drive

City, State, Zip: Houston, TX 77019

Fax Number: 713-526-7863

Email Address: hr@hawc.org

Application Method: Email, Fax, or Mail (Attn: Human Resources) Resume & Cover Letter

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you