

## Position Description

Position: Child and Adolescent Counselor

Supervisor: Counseling Supervisor

The Counselor is responsible for providing crisis intervention, counseling and group counseling services to child, adolescent, and adult survivors of sexual assault and abuse. This position will support the Gurnee office with options for working in the Skokie office.

The following is a list of duties, which are considered essential functions of this job. This list is not exhaustive, as all positions at Zacharias Sexual Abuse Center (ZCenter) are dynamic. This is consistent with our need to be flexible and responsive to the needs of our clients, donors, volunteers, etc. The employee who occupies this position is expected to assume any/all duties assigned by management, irrespective of whether such duties are specifically included in this list. While an effort is made to thoroughly describe the customary manner in which this job is performed, reasonable accommodations will be made for qualified individuals with disabilities who may not be able to this job in the manner indicated.

### **SPECIFIC RESPONSIBILITIES INCLUDE:**

- Provide trauma-based, client-centered, individual counseling and/or support groups for child, adolescent survivors of sexual assault and abuse.
- Provide trauma-based, client-centered, individual counseling and/or support groups for non-offending parents/caregivers of child survivors.
- Provide responsive advocacy and crisis intervention services as a staff representative of ZCenter.
- Identify and report sexual abuse cases according to the Abused and Neglected Child Reporting Act (ANCRA)
- Actively participate in the counseling meetings and individual supervision for case consultation.
- Assist in the planning and implementing of in-services, professional trainings, and volunteer trainings.
- Provide telephone and in-person crisis intervention, in cooperation with other staff.
- Initiate systemic advocacy partnerships and collaborate with community groups, businesses, professional and religious organizations on issues related to sexual violence when needed.
- Maintain monthly statistical records, for direct service provided.
- Maintain client documentation, as required by law and ICASA standards.
- Maintain client confidentiality, as required by law and ICASA standards.
- Maintain a flexible schedule, including ability to work evenings and weekends when needed.

- Assist with agency events and other projects or task forces as assigned by the Counseling Supervisor, and/or the Executive Director. IE 40-hour training, Holiday giving program
- Assist the agency in implementing a diversity strategy that embraces all individuals and ensures that agency services are accessible to all clients, regardless of gender, race, language, ability, sexual orientation, religion, age, or socio-economic background.
- Perform all other duties as assigned by the Counseling Supervisor.

With the entire staff, the Counselor will be responsible for quality service delivery throughout the agency. They will demonstrate a commitment to the mission and philosophy of ZCenter geared towards ending the cycle of violence, helping to eradicate the effects of sexual assault, and empowering survivors by validating their experiences, and helping them to understand their response to the trauma.

#### QUALIFICATIONS:

- Master's level degree in social work, counseling or related field
- LSW or LCP credentialed preferred
- Completion of the ICASA 40-hour Training
- Bilingual, bi-cultural preferred
- Experience with trauma based client-centered counseling.
- Experience in the field of sexual assault and abuse.
- Ability to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.
- The understanding that sexual violence is connected to a much larger context of oppression, and
- A belief that sexual violence is rooted in our culture and not individual pathology.

#### SKILLS REQUIRED:

- Detail-oriented and organized.
- Excellent verbal and written communication skills, and the ability to communicate programmatic objectives and accomplishments.
- Versatile working with staff, interns, and volunteers at all levels of the organization.

Employees of ZCenter must at all times maintain a positive work atmosphere by behaving and communicating in a manner that supports and strengthens healthy and professional relationships with donors, clients, volunteers, co-workers, and supervisors and, promotes our mission of equality.