

CHILD PROTECT Job Description

Position: Counselor

Supervisor: Executive Director

Qualifications: Master's Degree in Counseling, Social Work, or related field; be license eligible; three years minimum experience working with children; working knowledge of judicial system preferred; ability to communicate verbally and in written form; Microsoft Word and Microsoft excel experience; ability to work well with others in small and large groups; ability to lead groups when necessary; be empathetic to children who are victims and their families; ability to make day to day decisions based on job description; a team player; possess high level of honesty, dependability, and integrity; possess cultural sensitivity & awareness; possess stress and time management skills.

Duties & Responsibilities:

1. Provides crisis intervention services to children and their families; including, but not limited to gathering information, making necessary referrals, counseling, and support.
2. Provides counseling to child victims referred by the multidisciplinary team, requested by parents, or referred by agencies with established MOUs with Child Protect.
3. Provides individual and group counseling sessions.
4. Provides appropriate caregiver support through follow-up phone calls, emails, or in-person meetings.
5. Provides thorough and appropriate psychosocial assessments to clients and/or caregivers during intake.
6. Provides appropriate assessments to clients and/or caregivers to determine diagnosis and clarify diagnostic impressions.
7. Provides therapy via teletherapy services.
8. Maintains computer tracking of cases and provides data for statistical and grant reports as needed.
9. Develop and implement treatment plans for each client.
10. Prepares for and testifies in court when subpoenaed.
11. Helps in recruitment, screening, training, and supervising of volunteers/interns.
12. Fulfill occasional on-call responsibilities; providing advocacy during after-hours calls for forensic interviews ensuring availability during on-call service and timely, appropriate response.
13. All other duties assigned as necessary for the business of Child Protect.