

Anew: Building Beyond Violence and Abuse

Job Description

Title: Adult Victims Counselor	Department: Counseling Program
Type: Full-Time	Reports To: Director of Counseling
Classification: Non-exempt	Supervises: N/A

Job Summary:

The Adult Victims Counselor is part of the Anew: Building Beyond Violence and Abuse's Counseling Program. This role provides trauma-informed, empower-based counseling support services to adult survivors of domestic violence in a safe, confidential environment. Responsibilities included assessing client needs, developing individualized treatment plans, providing crisis intervention, and collaborating with Anew staff and external agencies to support client goals. Services are provided in person.

The ideal candidate is compassionate, organized, adaptable and committed to supporting survivors of trauma. This position requires a master's level clinician who can work independently, communicate effectively, and collaborate across programs to provide client-centered care.

The ideal candidate for this position is personable, has a positive attitude and has flexibility in meeting the demands of their role. They must have the ability to demonstrate empathic, non-judgmental attitudes towards people affected by domestic violence and trauma. The preferred candidate for this position is compassionate, self-motivated, organized, detail oriented and able to carry out tasks independently and in a timely manner. They must also display flexibility in scheduling and the ability to pivot daily tasks and responsibilities associated with working in a trauma-centered counseling program. This position requires a master's level clinician who communicates effectively and collaborates across programs to provide client-centered care.

Duties and Responsibilities

- Comply with all policies and procedures outlined in the Counseling Program Manual.
- Conduct intakes and assessments to determine eligibility for domestic violence victim services.
- Provide individual counseling and crisis intervention for adult survivors of domestic violence.
- Develop, implement, and review individualized treatment plans in accordance with established programmatic guidelines.
- Provide family counseling and facilitate parenting classes and support groups as needed.
- Collaborate and consult with counseling staff and other Anew programs to coordinate services, referrals, and to provide a high level of safety and service delivery that meets the client's individualized needs.
- Advocate for clients with outside agencies, including DCFS and mental health providers.
- Complete all funder required documentation accurately and timely to ensure compliance with funder obligations including the *Safe From The Start* (SFS) program for families with children ages birth through 5.
- Maintain timely and accurate case documentation in compliance with program manual, agency procedures and program deadlines.
- Complete and submit required monthly reports and employment documentations by established deadlines.

- Ensure client charts are accurate, up to date and compliant with audit standards.
- Meet regularly with Director of Counseling for case review and professional development supervision as determined by the Director of Counseling.
- Participate in training as required by job responsibilities and funders through approval process.
- Assist with Anew trainings as assigned.
- Participate in and represent Anew at various networking and outreach events and committee meetings as assigned.
- Attend Counseling staff meetings.
- Attend Anew All-Staff meetings.
- Work with other Anew and Counseling staff to maintain open communication and develop a team approach.
- Assist with audits, outreach events, fundraising activities, and special projects as needed.
- Other duties as assigned.

Qualifications

- Master's degree in Counseling, Social Work, or related field that qualifies for state licensure.
- LSW or LPC preferred.
- Fluency in both spoken/written Spanish and English preferred.
- Minimum 1 year of counseling experience required. Experience in domestic violence, sexual assault, trafficking services, or advocacy preferred.
- Knowledgeable about issues related to domestic violence dynamics and trauma-informed practices.
- Able to handle sensitive information in a confidential manner required.
- Complete 40 Hour Domestic Violence Training preferred. Will be provided by Anew as needed.
- Must obtain ICDVP Certification within one year and maintain certification with support provided by Anew.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail-oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to work independently and apply critical thinking skills.
- Ability to work well as a team member and effectively communicate with others.
- Ability to demonstrate the values of Anew.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods in an office setting, perform computer-based work and occasionally lift up to 25 lbs.
- Reliable transportation required; valid driver's license and proof of insurance preferred.
- Some evenings and weekend hours required; flexibility in scheduling a must.

Compensation and Benefits

The hiring range for this position is \$23.95 to \$26.76 for 35 hours per week. A \$1.00 differential is provided for Spanish speaking hires, and \$1.00-\$2.00 differential for State Licensure. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; an employee assistance program and the ability to contribute to our 403(b) plan with 3% company matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to careers@anewdv.org.

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at <https://anewdv.org/>.