

JOB DESCRIPTION

TITLE: Counseling Supervisor

PAY RANGE: \$40,000 - \$50,000 per year

FLSA STATUS: Full-time, Exempt

REPORTS TO: Family Violence Director
and in their absence, the CEO & Executive
Director

JOB SUMMARY:

This position is responsible for the counseling program. This includes counseling of sexual assault and domestic violence victims along with other members of the community. Other major duties include the supervision and training of staff/ volunteers/interns who support the program; quality control and oversight of sub-contractors.

DUTIES AND RESPONSIBILITIES:

- Ensures program components are in place as it pertains to funding contracts, protocols, victims and memorandums of understanding.
- Develops and submits monthly reports on time that demonstrate requirements are being met based on regulations set by any state guidelines as well as grants received by YWCA.
- Provides counseling to victims of sexual assault, domestic violence, community mental health, and anger management as required.
- Develops client assessments at entry into program, ongoing periodic evaluation and at exit of program.
- Ensures files are up-to-date and reflective of services provided for all counselors and interns. Files are subject to review at anytime.
- Develops professional relationship with local colleges to obtain master level interns for both the sexual assault and domestic violence programs.
- Develops and implements an intern professional development program ensuring each intern is trained before being assigned to their particular duties.
- Conducts community wide education programs in the areas of sexual and domestic violence.
- Facilitates and oversees support groups for victims of sexual assault and domestic violence (for community and shelter).
- Is responsible for some aspects of the financial management of the program including developing and implementing the budget, assisting with necessary information for grant application, submitting monthly reports/financial documents on time and coordinating with the Finance Director for questions.
- Handles any clients concerns with regards to counseling issues.
- Ensures all statistical data is collected with regards to programs under the Counseling Program to grant and YWCA guidelines.
- Any other duties as assigned by supervisor.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of grants and ability to track and monitor for department.
- Strong oral communication skills required to effectively communicate with a broad range of individuals.
- Strong written communications skills required to maintain quality documentation and effectively market the YWCA of NW Georgia.
- Ability to prioritize all aspects of the job is a key to success.
- Ability to assist with proposals and budgets.
- Ability to provide group, individual, and family counseling sessions.
- Strong problem solving skills required and must be a common sense thinker who can be a quick decision maker when necessary.
- Must display professionalism and leadership qualities when dealing with other organizations, volunteers, Board Members and staff.
- May be required to lift boxes up to 25 lbs.

MINIMUM CREDENTIALS AND EXPERIENCE:

Master's Degree and fully LPC licensed for at least 3 years, preferably in the state of Georgia. At least 3 years experience in counseling, social work, or related field. At least one year of supervisory or management experience. Strong experience in play therapy required. Bilingual in Spanish is preferred. Must have valid driver's license in State of Georgia and driving record must comply with insurance requirements. Employment is contingent upon satisfactory results of background, fingerprint, drug and motor vehicle record checks.

UNITED WAY:

The YWCA of Northwest Georgia is an organization which relies on the generosity of the community's citizens to support its mission. We are a United Way supported organization and highly encourage our employees to support the United Way by giving through payroll deduction.

DISCLAIMER:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

I have reviewed this job description and hereby acknowledge my understanding of my duties. I hereby acknowledge receipt of a true copy of this document.

I have reviewed this position description and the evaluation process with my supervisor and hereby acknowledge my understanding of my duties, reporting system, chain of supervision, evaluation system. I hereby acknowledge receipt of a true copy of this document.

Employee Signature

Date

Supervisor Signature

Date