

## **Harbor House Job Description**

**Job Title:** Adult Counselor  
**Department:** Victim Services  
**Reports To:** Client Services Program Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Executive Director  
**Prepared Date:** July 1, 2003

### **SUMMARY**

Aids, counsels and provides support to individuals and families on issues of domestic violence and/or sexual abuse while advocating on their behalf by performing the essential duties and responsibilities including the following. Other duties may be assigned.

Ascertain client's eligibility for assistance. Interviews clients to obtain information concerning their history or other pertinent information and assists in determining client's needs and goals.

Counsels clients individually or in small groups regarding plans for meeting needs, on issues of domestic violence or sexual abuse, and aids clients to mobilize inner capacities and environmental resources to improve social functioning. Discusses progress toward goals with clients such as safety, housing, transportation, education.

Helps clients to utilize agency's services such as crisis intervention, emergency shelter, domestic violence education support group, system advocacy, information and referrals, and other community resources.

Refers clients to community resources and other service providers.

Reviews client's service plan and performs follow-up to determine quantity and quality of service provided client and status of client's case.

Compiles documentation, records and prepares reports as needed. Accesses and records client and community resource information.

Answer hotline as needed.

Represents agency in community or in interagency activities.

Adheres to:

- Personnel Policies and Procedures*
- Communications Guidelines*
- Mandated Reporter Contract*
- Confidentiality Contract*

Remains informed of domestic violence issues; attends in-service trainings

Performs job responsibilities to maintain an atmosphere of cohesiveness.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Current Driver's License
- Current Vehicle Insurance
- 40-Hour Domestic Violence Training
- ICDVP within 18 months of hire or 18 months after accepting position
- Training requested by Supervisor &/or the Executive Director

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions. The noise level in the work environment is usually moderate.

I have read, discussed and fully understand the job description. This description may be periodically reviewed and revised as necessary.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date