



Rural Project Counselor *Job Description*

Job Classification: Exempt, Salary \$38,500 - \$41,000

Work Schedule: Monday-Friday, 9:00am – 5:00pm

Reporting Relationship: Rural Project Coordinator

Primary Accountability:

Participates in all YWCA and community activities for Center for Safety and Empowerment. Advocates and provides counseling for victims and survivors of domestic violence, sexual assault, stalking, and human trafficking in Jackson, Wabaunsee, and Brown Counties. Knowledgeable of community resources for victims and their families.

Major Duties:

Client Services

- Provides ongoing individual counseling to victims and survivors of domestic and sexual violence in Jackson, Wabaunsee, and Brown Counties
- Provides crisis intervention and initial assessment of client needs
- Facilitates regular support groups for victims and survivors of domestic and sexual violence
- Makes appropriate referrals and networks with community partner agencies
- Works with fellow rural staff in case management
- Offers advocacy and/or transportation to clients for community appointments as requested, such as medical, mental health and housing, to provide a supportive presence
- Assists clients with completion of protection orders
- Takes rotation as on-call, providing support for crisis calls as needed after hours
- Attends weekly agency Counselors' meeting

General Duties

- Attends weekly staff meetings in Topeka office
- Completes all timekeeping records as required by funders and the YWCA
- Completes all client data entry as required
- Actively promotes and supports the organization's mission and vision

Qualifications:

- Master's Degree in Social Work or related field preferred
- Licensed through the Kansas Behavioral Sciences Regulatory Board
- Those who are Bilingual in English and Spanish are encouraged
- Experience working with victims of domestic violence and/or sexual assault/abuse
- Ability to work well with a diverse client population
- Knowledge of local resources
- Ability to work compassionately with people in crisis



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- Ability to function well in a crisis setting where interruptions are frequent
- Basic knowledge of domestic violence and sexual assault dynamics
- Certified in First Aid and CPR. (Must earn certification within 180 days of hire.)

Physical Demands:

- Ability to drive personal vehicle and to be moving from site to site on any given day.
- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

Work Environment:

- Must be able to work a flexible 40 hour work week schedule.
- Must have the ability to function in a crisis setting where interruptions are frequent.
- Travel throughout rural service area is required.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature	Date	Supervisor Signature	Date
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The recipient must ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2). The details of the recipient’s obligation under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Employment eligibility verification for hiring under award), and are incorporated by reference here.