



SEXUAL ASSAULT COUNSELOR

Job Description

Job Classification:	Salaried
Work Schedule:	Mutually determined
Salary:	\$40,000 - \$43,000
Reporting Relationship:	CSE Program Director

Primary Responsibilities:

Provides supportive counseling to adults and children who have experienced primarily sexual violence.

Specifications Regarding Community Partnerships:

- Collaborates and maintains relationship with Topeka Correctional Facility (TCF) to work with individuals that are incarcerated who have experienced sexual abuse/assault.
- Collaborate and maintains relationship Shawnee County Jail (SNCO) to provide counseling services to clients there.

Specifications Regarding Direct Service:

- Provides crisis intervention, advocacy, case management, and on-going support counseling to victims of sexual violence.
- Facilitates sexual assault support groups for clients.
- Responds to sexual assault hospital calls to offer support services on-site and follow-up services as requested.
- Takes rotation as backup staff on-call, providing support for crisis calls and sexual assault calls as needed after hours.

Other Duties:

- Answer hotline calls and provides support.
- May assist with walk-in crisis clients, as a secondary to Crisis Advocate.
- May respond to crisis calls in the community, as a secondary to Crisis Advocate.
- May assist with filing Protection Orders, as a secondary to Civil Court Advocate.
- May assist with shelter screenings and intakes, as a secondary to Shelter advocates and Crisis Advocate.
- Attends all CSE staff meetings.
- Attends weekly counselors' meetings.
- Attends SANE/SART meetings.
- Attends PREA meetings for Topeka Correctional Facility.



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COUNSELOR**
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Qualifications:

- Degree in Social Work or related field, or equivalent experience. Licensed by the Kansas BSRB preferred.
- Ability to work well with a cross section of clients.
- Ability to coordinate case management for a diverse client population.
- Knowledge of local resources.
- Ability to relate well to people in crisis.
- Ability to function well in a crisis setting where interruptions are frequent.
- Basic knowledge of domestic violence and sexual assault dynamics.

Physical Demands:

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

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.

People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.

Employee Signature

Date

Supervisor Signature

Date