



Position Description

Position: Counselor Status: Full-time
Location: Nicole's Place Supervisory Responsibility: None

Position Summary

This position provides individual and group counseling services to victims/survivors of domestic violence. This is a full-time position located Nicole's Place at Laurel House in Huntingdon Valley. Hours are typically Monday-Friday daytime/early evening with possibility of one evening group per week extending to 8:00 p.m. This position may, occasionally, be asked to fill in for another counselor at a different Laurel House site (East Norriton or Lansdale). The counselor in this position may be able to work remotely, occasionally, with supervisor approval.

Essential Duties and Responsibilities:

- ❖ Provide individual and group domestic violence counseling services to community consumers
- ❖ Arrange appointments for, and return calls to program participants in a timely manner
- ❖ Collaborate as needed with other service providers of consumers being served, with participants written permission
- ❖ Consistently document and update sessions in the client database system
- ❖ Provide task supervision to student interns as requested
- ❖ Attend supervisor and staff meetings as requested
- ❖ Function as a member of the team, actively contributing to discussion and decision making
- ❖ Represent agency in the community as requested
- ❖ Other duties as assigned

Qualifications

- ❖ Master's degree in counseling psychology, social work or related field
- ❖ Licensure or working toward licensure preferred
- ❖ Minimum two ((2) years of clinical experience working with victims of trauma preferred
- ❖ Ability to work with diverse populations and be sensitive to the needs of victims of domestic violence
- ❖ Proficient in Microsoft Office Suite
- ❖ Excellent interpersonal skills, verbal and written communication
- ❖ Organized and detail-oriented in all work
- ❖ Ability to work with minimal supervision when necessary and be a self-starter
- ❖ Highly motivated with a passion for the mission of Laurel House
- ❖ Valid Driver's license, valid auto insurance and access to a working vehicle when needed
- ❖ Ability to travel throughout the county as needed for meetings (mileage reimbursement provided)

Equal Opportunity Employer
