

## NOTICE OF JOB VACANCY

DEPARTMENT: Human Services  
DIVISION: Individual & Family Support Services  
UNIT: Union County Rape Crisis Center  
TITLE: Counselor, Rape Victimization & Prevention Program

### BRIEF DESCRIPTION OF POSITION:

The Union County Rape Crisis Center, located in Westfield, is seeking a licensed professional counselor with strong clinical, communication, and writing skills. Under direction, the candidate will provide face to face short term counseling for primary and secondary survivors of sexual trauma on an individual and/or group basis and will provide crisis intervention in person and/or via a 24 hour telephone hotline. The candidate will also develop and deliver public speaking presentations on topics pertaining to sexual violence and services of the Union County Rape Crisis Center.

### NOTE:

Experience in providing counseling and public education is necessary. Computer competence is needed in Microsoft Word, Outlook, and PowerPoint. The examples of work noted are for illustrative purposes only; not all required duties are listed. Candidates must be residents of Union County.

### EXPERIENCE/EDUCATION:

- ✚ Master's Degree in Counseling, Social Work, or Psychology from an accredited college.
- ✚ One year of counseling experience, minimum.
- ✚ Knowledge/experience working with victims of sexual violence.
- ✚ Professional Counseling License from the State of New Jersey.
- ✚ Completion of state mandated Confidential Sexual Violence Advocate (CSVA) training with the Union County Rape Crisis Center.

SALARY RANGE: \$43,848

\*Interested applicants may contact the Union County Department of Administrative Services/Division of Personnel Management (908) 527-4289 and/or the Union County Rape Crisis Center directly at (908) 233-7273.

Union County is an Equal Opportunity Employer.

**DEFINITION:**

Under direction, performs office and field work involved in assisting survivors of sexual violence with coping and healing through the effects of sexual trauma and/or educates the community on sexual violence; does related work as required.

**NOTE:** The examples of work listed for this position are for illustrative purposes only. A person employed in this capacity may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

- ✦ Conducts intakes and performs clinical assessments.
- ✦ Provides face to face short term counseling for primary and secondary survivors of sexual trauma on an individual and/or group basis.
- ✦ Provides crisis intervention in person and/or via a 24 hour telephone hotline to survivors of sexual violence.
- ✦ Ensures that survivors are informed regarding all procedures, options, and resources including rape care services, the importance of seeking medical attention, and the value of immediate evidence collection.
- ✦ Responds to questions/concerns regarding Sexual Assault Forensic Examination (SAFE) procedures and reporting/criminal justice regulations.
- ✦ Accompanies victims through medical and legal proceedings, as requested.
- ✦ Consults with other disciplines and provides institutional advocacy with law enforcement, social services, and healthcare systems to ensure comprehensive and coordinated service delivery.
- ✦ Develops and maintains clinical treatment plans, case records, as well as relevant correspondence when working with other disciplines.
- ✦ Makes referrals to therapeutic, legal, medical, educational, and other social services, as necessary.
- ✦ Serves as consultant to Confidential Sexual Violence Advocates (CSVAs) at the Union County Rape Crisis Center regarding hotline calls or accompaniments.
- ✦ Provides emergency coverage for 24 hour hotline, as requested.
- ✦ Keeps abreast of current literature, developments, and trends in the fields of sexual violence, counseling, and crisis intervention.
- ✦ Assists in training volunteer Confidential Sexual Violence Advocates (CSVAs) in various topics pertaining to sexual violence, as requested.
- ✦ Educates the community through the development and delivery of public speaking presentations on topics pertaining to sexual violence and services of the Union County Rape Crisis Center.
- ✦ Attends and participates in regularly scheduled clinical, administrative, staff, and/or division meetings.

**REQUIRED CREDENTIALS:**

- ✦ Master's Degree in Counseling, Social Work, or Psychology from an accredited college.
- ✦ One year of counseling experience, minimum.
- ✦ Knowledge/experience working with victims of sexual violence.
- ✦ Professional Counseling License from the State of New Jersey.
- ✦ Completion of state mandated Confidential Sexual Violence Advocate (CSVA) training with the Union County Rape Crisis Center.

**LICENSE:**

- ✦ Must possess a valid NJ Driver's License.

**COMPUTER SKILLS:**

- ✦ Competence is needed in Microsoft Word, Outlook, and PowerPoint.