

**DASI**  
Domestic Abuse & Sexual Assault Intervention Services  
**JOB DESCRIPTION**

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**Position Title:** Clinical Supervisor/Counselor

**Hours:** Full-time exempt, primarily a daytime position with some evening hours and on call SART coverage. The staff person in this position is salaried, therefore exempt from overtime compensation, and is considered an essential employee. Telecommuting for all or part of position's weekly hours may be considered.

**Supervisor:** Chief Operating Officer (COO)

**Job Summary:** Provide direct services (assessment, crisis intervention, education, support groups, information and referrals, and supportive counseling as needed) to victims of domestic and sexual violence in person and on 24-hour Hotline. Provide clinical supervision and case supervision, training, and support to agency staff.

**Responsibilities**

**Direct Service:**

- Provide direct services including assessment, supportive counseling, crisis intervention, education, information and referrals to victims of domestic, dating, and sexual violence, stalking, and/or human trafficking, in a nonjudgmental manner using a trauma-informed and empowerment framework. Assist victims with risk assessment and safety planning.
- Assess at risk clients in residential and other DASI programs to determine needs regarding mental health and substance use disorders and communicate those needs to the referring program director.
- Co-facilitate support groups.
- Represent DASI to the community and articulate the agency and policies and procedures.
- Provide shared on call availability and responsibility, 24 hours, 7 days a week for the Sexual Assault Response Team (SART).
- Assist victims with safety planning.
- Advocate on victims' behalf as needed to link with appropriate community organizations and resources.

**Administrative:**

- Calculate and submit biweekly payroll to Personnel Manager.
- Participate in service evaluation process.
- Oversight of clinically based service projects/programs.
- Participation in program development.
- Compile and submit monthly statistics and staff reports in a timely manner.
- Work collaboratively with COO on issues pertaining to program operations and staff, cooperatively dividing supervision responsibilities according to job descriptions.
- Participate in ongoing professional training.
- Maintain knowledge of existing resources/explore and share new resources.
- Attend statewide and community-based meetings and task forces as needed.
- Participate in the maintenance of records including but not limited to the purging of files at the end of each calendar year.
- Identify trends in client issues and needs.
- Employee eligible to document in client file.

### **Training and Program Development:**

- Assist with community education and staff training as needed.
- Identify trends in client issues and needs. Recommend program additions/changes.
- Network in the community to strengthen and establish collaborative relationships with mental health service providers.

### **Grant Application, Compliance and Reporting**

- Compile and report program statistics in a timely and accurate manner.

### **Supervision/Support**

- Recognize need for and seek supervision; use and accept feedback and integrate input into practice.
- Participate in regular supervision with COO
- Conduct TBD clinical case supervision groups.
- Provide individual clinical supervision to agency staff as requested by staff.
- Provide regular clinical supervision to staff seeking clinical licensures.
- Participate in ongoing domestic and sexual violence training.

### **Program and Agency Support:**

- Provide support to other agency staff as needed.
- Participate on special projects as needed.
- Assist CEO/Grants Writer in the preparation of grant proposals and special projects as needed.
- Attend agency functions.
- Attend agency case conferences, in-service training, and staff meetings.
- Participate in upkeep of shared staff areas to ensure a clean, safe work environment.
- Perform other essential duties as assigned.

### **Qualifications:**

- Master's Degree, LCSW or equivalent, supervision certification required. LCADC preferred. Supervisory experience and experience in mental health/residential setting/substance abuse preferred. Bilingual Spanish preferred.
- Computer literacy required (Microsoft Applications: Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Internet including social media platforms).
- Excellent interpersonal, organizational, and written communication skills required.
- Able to organize, prioritize, and work independently with minimal supervision.
- Flexibility in terms of hours, requires some evenings/weekends.
- Demonstrate an openness to work within a strength-based framework of empowerment.
- Feminist analysis of domestic and sexual violence and of the economic, social and emotional barriers encountered by survivors
- Commitment to cultural humility, diversity and inclusion required
- Completion of 60-hour domestic violence and sexual assault intervention course within three months

Valid Driver's License, proof of current auto insurance, and reliable vehicle available during work hours, driving agency van required at times.

***DASI reserves the right to change job duties and responsibilities as needed due to agency needs and/or funding conditions or requirements.***

❖ Salary range: \$55,000 to \$60,000 annually. Salary negotiable dependent upon experience and skill level.

❖ Please send resume or CV with cover letter to Gwen Federico at federico@dasi.org. Please do not fax or call regarding this position.

Revised: 10/2020

