

**FIRST STEP, INC.**

**DOMESTIC VIOLENCE AND SEXUAL ASSAULT SURVIVOR  
SPECIALIST/COUNSELOR**

**Position Description**

**QUALIFICATIONS:**

Master's Degree in counseling, LMSW, or, bachelor's degree and LCP Intern License required.

**To Apply: Candidates must submit all of the following:**

1. A cover letter. Cover letter must explain specifically, how your experience and education meet the requirements of this position.
2. Resume
3. Completed First Step, Inc. "Job Application" that can be found at:  
<http://firststep.org/>.

A complete job description for this position can be found at the website listed above. All three items above must be emailed, "**First Step Survivor Position**", to:  
[firststephr@yahoo.com](mailto:firststephr@yahoo.com). *No phone calls please.*

**BRIEF OVERVIEW OF POSITION:**

The primary responsibility of this position is to provide advocacy and support to survivors of domestic violence and sexual assault. This support is provided through individual peer sessions and peer group meetings. Strict confidentiality must be observed as it relates to client information, corporate business, executive decisions and all other personal information learned in the course of this position.

**ACCOUNTABILITY:**

Shelter Manager/Executive Director

**SUPERVISORY RESPONSIBILITIES:**

Practicum Students

**HOURS:**

40 hours per week

**ESSENTIAL RESPONSIBILITIES:**

- Complete initial intakes and assessments of non-resident clients.
- Provide individual crisis intervention services for resident and non-resident clients (both adult and child).

- Practice understanding and support by providing active listening and addressing the needs identified by the client.
- Provide advocacy to all clients.
- Develop a safety plan with clients based on individual needs.
- Inform clients about the dynamics of sexual assault and family violence.
- Provide parenting classes to resident and non-resident clients.
- Provide support group sessions for both resident and non-resident clients covering information such as domestic violence, sexual assault, emotions, self-esteem, and motivation in order to help victims heal from their trauma.
- Provide counseling to resident and non-resident victims of domestic violence, sexual assault, including their children to assist with the healing process.
- Flex hours throughout the week as needed to avoid overtime, notifying in advance the Shelter Manager or Executive Director of any changes to schedule. Receive prior approval from Shelter Manager or Executive Director for overtime.

#### **COOPERATIVE RESPONSIBILITIES:**

- Provides crisis line coverage during assigned work shifts.
- Under direction of Shelter Manager, provide onsite supervision for practicum students.
- Fulfills on-call duties, serves as back up to volunteer on duty.
- Under direction of Shelter manager respond to and develop opportunities for community education about the emotional aspects of domestic violence and sexual assault...
- Works cooperatively with all staff on projects as assigned.
- Assists as directed with preparation of First Step social media.
- Attends orientation and trainings provided by First Step, Inc.
- Assists with Sexual Assault and Domestic Violence Awareness months.
- As directed by the Shelter Manager, work as needed related to Midwestern State University Student Services.
- Performs other duties assigned by immediate supervisor.

#### **EQUIPMENT USED:**

Computer and printer, copying equipment, calculator, automobile, fax machine

#### **QUALIFICATIONS:**

- Master's Degree in counseling, LSMW, or, bachelor's degree and LCP Intern License required.
- Experience in client-centered social services work required.
- Must have knowledge of issues related to domestic violence and sexual assault (or willingness to learn).
- Ability to make good, independent decisions.
- Flexibility, personal integrity, and ability to work with others.
- Ability to maintain complete confidentiality of information in all employee and client matters.

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First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

By signing below, I acknowledge that I have ready the job description and am able to perform the duties as described.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Survivor Specialist

\_\_\_\_\_  
Date