

**Job Title: Counselor**

**Reports to: Program Director**

**Key Relationships:** STAR Advocates, Direct Service Manager

**Position Summary:** Provide therapeutic counseling and supports to clients who have experienced sexual trauma.

**Qualifications:**

- **Education:** Master's degree in Counseling or equivalent, ability to complete state licensure within 12 months of hire.
- **Experience:**
  - Experience working with victims of sexual violence.
  - Deal effectively with a variety of personalities and situations requiring tact, judgment and poise. Incumbent should have the diplomatic skills to work effectively and efficiently as a team member under stressful situations.
- ◆ **Knowledge, Skills & Abilities:**
  - Ability to type 45 wpm.
  - Must be able to manage multiple tasks.
  - Must be organized and detail oriented.
  - Must be able to work with team-based decision making processes, and have the ability to identify and problem solve.
  - Must possess the ability to work with culturally diverse clients and staff.
  - Must possess excellent written and oral communication skills.
- ◆ **Special note:**
  - Must be able to work independently and be self-directed.
  - Must have a valid Alaska driver's license and insured vehicle.
  - Attend a 40-hour crisis line training within 6 months of hire.
  - Provide Administrative Back Up function on a rotating schedule with other Administrative staff, once per week and on scheduled weekends (approximately every seventh weekend) and holidays. (See Administrative Backup job description for additional information).

**Level of Responsibility:**

Maintains contacts of a confidential nature throughout the agency and outside the agency.  
May be required to use independent judgment in interpreting agency rules and policies.

**Job Responsibilities & Duties:**

- Practice as an interdependent member of the STAR advocacy team and provide important components of care through consultation, collaboration, referral, teaching, and advocacy.

- Provide counseling to clients and family in matters directly related to clients' adjustment to trauma.
- With the STAR Advocates and Case Manager, develop follow-up care and linkages to other care providers.
- Coordinates with the STAR Direct Services Manager to compile client data as needed.
- Attend STAR staff meetings and weekly STAR case reviews to discuss cases and case management services provided.

**Hours: 40 hours a week. Status: Exempt, flexible to meet the needs of the agency, remote and in office work possible**

**Pay Range: \$55,000 - \$70,000 depending on licensure and experience, plus full benefits**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**