

Job Title: Counselor / Therapist

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.

This position also requires rotating Administrative Backup responsibilities as well:

Job Title: Administrative Backup

Reports to: Executive Director

Key Relationships:

STAR staff and Crisis Line Responders, callers on the Statewide Sexual Assault Crisis Line, Forensic Nursing Services of Providence, and Law Enforcement partners.

Position Summary:

In order to support critical service needs on a 24/7/365 basis, STAR is required to have three levels of staffing on call 24 hours a day during the workweek and four levels of staffing available on weekends. Eight full time Advocates, 10 on-call Advocates and a seven member Administrative team cover 24 hour rotating shifts every day of the year, as well as providing backup to STAR's crisis line.

Level of Responsibility:

Maintains contacts of a confidential nature throughout the agency and outside the agency.

Required to use independent judgment in interpreting agency rules and policies.

Job Responsibilities & Duties:

- 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.
- As the lead staff member in charge after hours, Administrative Backup must be prepared to respond to all questions or concerns from Crisis Line Responders, Advocates, law enforcement and forensic nursing.
- Responsible for covering any open crisis line shifts during their scheduled rotation.
- Required to be available for any questions or concerns 24 hours a day while on their scheduled rotation.

- Responsible for finding coverage for their scheduled rotation if they are unable to take it, and responsible to relay that information in a timely manner and allow plenty of time for coverage to be arranged.
- Responsible for any payment or arrangements necessary for clients' temporary shelter, food and transportation needs, until a Case Manager can respond during regular working hours. Must maintain all agency contract numbers, PIN codes, passwords in a confidential manner for use for emergent circumstances.
- Must clearly understand all reporting options available to survivors of sexual trauma and do everything in their power to advance those rights.
- Must check in with Crisis Line Responders regularly during their shifts to make sure they feel supported and to see if they have any questions; also thank them for volunteering to provide this service to the community.
- Represent STAR in a professional and courteous manner.
- Stay current on issues relating to sexual assault.

Hours: 40 hours a week

Status: Exempt. Flexible to meet the needs of the agency, remote work possible

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