

**POSITIONS AVAILABLE**  
**FT Shelter Children's Counselor**  
**Downers Grove**

2/15/10

**Summary:** Provides counseling and support services to child clients of the agency. Promotes self-reliance through an empathic and caring atmosphere.

**Hours are:**

32 Hours per week

Weekend hours/nights

**Special Requirements:** Finger-printing required upon hire

**Qualifications:**

1. Education – Minimum of a Bachelor's degree in social services or related field.
2. Experience – Prefer a minimum of two (2) years counseling children impacted by domestic violence.
3. Training – 40-hour domestic violence training preferred, but required at the first available opportunity.

SEE ATTACHED JOB DESCRIPTION

## **Family Shelter Service Position Description**

**Position:** Shelter Children's Counselor

**Summary:** Provides counseling and support services to child clients of the agency. Promotes self-reliance through an empathic and caring atmosphere.

### **Duties and Responsibilities:**

#### *Service Delivery*

1. Fosters an empathic and caring atmosphere for clients and staff.
2. Rotates "on-call" responsibilities for client emergencies.
3. Provides individual counseling to children in shelter in order to provide emotional support, guidance, education, problem solving, general advocacy and discussion; completes appropriate documentation of services provided for the client file and for the shelter service statistics.
4. In partnership with the client, creates counseling service plans and monitors the plan a minimum of once a week.
5. Informs the Children's Services Coordinator when enhanced services are needed for a client.
6. Co-facilitates group services with the purpose of giving support or education, providing necessary information, offering guidance, or facilitating social interaction. With the assistance of the Shelter Counseling Team, provides a minimum of one children's group at each site. Administers shelter group surveys.
7. Participates in the development of the group-counseling curriculum.
8. Meets or exceeds the required number of service hours.
9. Provides services in accordance with the Illinois Certified Domestic Violence Professionals code of ethics.

#### *Hotline Response*

10. Acts as the back-up hotline responder.
  - Responds to callers by providing support, information about domestic violence, FSS service information and/or referrals. Appropriately documents calls and shelter hotline information logs.
  - Conducts intake interviews with hotline callers, as appropriate.
  - Receives and processes police response calls.

#### *Administrative Services*

11. Completes case notes and records service statistics and hotline calls.

#### *Other Duties*

12. Available and willing to work at any shelter location.
13. Remains cognizant of current development in the area of domestic violence.
14. May provide supervision to interns, as assigned.
15. Performs other duties as assigned.

**Relationships:**

1. Supervised by the CCS Children's Program Coordinator.
2. Collaborates with the CCS Team, Shelter Teams, Director of Residential Services and Site Managers.
3. Works with agency interns as needed.
4. Establishes and maintains contact with community referral agencies.
5. Is a member of the Shelter counseling Team and CCS Team.

**Qualifications and Characteristics:**

4. Education – Minimum of a Bachelor's degree in social services or related field.
5. Experience – Prefer a minimum of two (2) years counseling children impacted by domestic violence.
6. Training – 40-hour domestic violence training preferred, but required at the first available opportunity.
7. Technical – Excellent communication skills, verbal and written.
8. Social Skills – Must be able to respond appropriately in varied situations; must be able to function well with minimal supervision.
9. Leadership Skills – Must demonstrate professionalism, flexibility, good judgment, and commitment to teamwork.

**Special Conditions:**

1. Must be able to work variable hours.
2. Must have own transportation, valid driver's license, good driving record, and liability insurance.
3. Must be able to operate all household and office equipment.
4. Must be able to climb stairs.
5. Must be able to hear or see fire and intruder alarms.
6. Must be able to lift 50-pound child.
7. Must be able to communicate with people who call in on the hotline.

**Classification Status:**

Non-Exempt / Level 5