



POSITION: Children's Counselor
JOB CODE: 2110 **GRADE:** 117G
DEPARTMENT: Community Services **DIVISION:** Human Services
REPORTS TO POSITION: Family Violence Program Coordinator
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

Provides professional therapeutic counseling services to child victims of family violence served through the Cecil County Domestic Violence/Rape Crisis Program and the Cecil County Child Advocacy Center.

Position Responsibilities

1. Provides on-site, time-limited, comprehensive, therapeutic services to child victims of family violence served through the Cecil County Domestic Violence/Rape Crisis Program and the Cecil County Child Advocacy Center.
2. Coordinates child care services for all therapeutic group functions.
3. Provides training and education to all staff, volunteers, interns and community regarding domestic violence, child abuse and family violence-related dynamics.
4. Coordinates holiday parties for family violence programs.
5. Oversees parent education program within the Cecil County Domestic Violence/Rape Crisis Program.
6. Completes intake process and assessments on all perspective clients.
7. Develop therapeutic service plans to include goals and treatment strategies.
8. Serves on the Child Advocacy Center Multi-Disciplinary Case Review Team.
9. Refers clients to appropriate agencies for diagnostic assessments and treatment, when applicable; serves as a liaison between clients and other community service providers.
10. Provides support and assistance to the child victim's non-offending caregiver.
11. Provides support to child victims during court proceedings as required.
12. Maintains case records and statistical data.

Minimum Qualification Requirements

Education

Master's Degree in social work, social sciences, or a related field

Experience

Minimum of one (1) year related experience.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. License and/or certification associated field required.

Knowledge, Skills & Abilities

1. Thorough knowledge of treatment theories and their applications.
2. Strong foundational knowledge of family violence-related issues including domestic violence, child abuse and sexual assault.
3. Knowledge of available community resources.
4. Ability to establish effective working relationships with community service organizations.
5. Ability to prepare assessments, case reports, therapeutic case plans, and other documentation.
6. Strong organizational and communication skills.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name

Date

Employee Signature