



## **PROJECT WOMAN POSITION DESCRIPTION**

**JOB TITLE:** Clinician – Counselor  
**FLSA STATUS:** Exempt  
**LOCATION:** Administrative Offices, Shelter, and Community

### **EXPECTATIONS OF ALL EMPLOYEES**

Supports Project Woman’s mission and values by exhibiting the following behaviors: confidentiality and respect for all survivors, Trauma-Informed Responses and Approaches, service excellence and job competence, collaboration and team player, and commitment to our community.

### **POSITION SUMMARY**

Provides trauma-informed recovery focused therapy and assessment with survivors of domestic, intimate partner and sexual violence in individual, family and group settings. This includes the evaluation of mental health needs, establishing a treatment plan and related clinical goals and objectives. Provides crisis intervention and emergency clinical support for survivors as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Implements effective trauma-informed therapy and recovery techniques for survivors and their families who have been victims of domestic violence, intimate partner abuse, and sexual assault; often in crisis situations.
2. Meets utilization and productivity standards as defined by the agency.
3. Provides mental health assessment; utilizing current DSM, MSE, and ancillary tools as appropriate within industry standards and best practices.
4. Develops Individual Service Plan (ISP) in conjunction with the client to reflect the survivor’s voice, choices, and preferences
5. Provides Clinical Supports in individual, family and group settings that reflect trauma-informed approaches and are survivor empowerment focused.
6. Teams with the CPST workers, Victim Advocates, Emergency Shelter Program, and others to provide a continuum of care that supports the survivor toward empowerment and recovery.
7. Attends Interdisciplinary Team (IDT) meetings routinely; provides case status/update to assist in ensuring continuity of care and problem/solution toward survivor empowerment and recovery goals.

8. Attends clinical supervision sessions as necessary and assigned.
9. Documents client activities, intake interview, progress notes, goals and objectives, 90-day updates, evaluations and terminations in a manner consistent with quality assurance guidelines, OHMAS regulations and COA standards.
10. Makes referrals to appropriate agencies and resources in keeping with client needs and agency policy and procedure.
11. Maintains the rights and confidentiality of all clients at all times.
12. Performs other duties as assigned.

### **QUALIFICATIONS**

Requires a Master's Degree in Counseling or Social Work and be Independently Licensed in good standing with the appropriate state licensure board. Prior experience working with domestic violence, intimate partner abuse and sexual assault issues preferred; can provide a demonstrated knowledge of trauma-informed responses and approaches; experience working with an electronic health record a plus. Excellent written and oral communication and strong organization and problem solving skills. Must have a positive attitude and the ability to interact well with clients, staff, volunteers, and the public.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is moderately active. May require sitting for long periods of time. May require lifting up to 50 pounds.

### **JOB RELATIONSHIPS**

Supervises: None  
Supervised by: Clinical Services Coordinator

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*