

Job Title	Licensed Sexual Assault Services Coordinator
Employer/ Agency	Houston Area Women's Center
Job Description	<p>As HAWC's Sexual Assault Services Coordinator, you will counsel adult survivors of sexual violence on-site and coordinate sexual assault counseling services for adults through the non-residential program.</p> <p>What you Deliver in this role:</p> <ul style="list-style-type: none"> ▪ You will provide direct services, individual and group counseling, case management and childcare (on an as needed basis) to clients of all ages. ▪ You will provide crisis intervention to adult survivors of sexual violence and children if needed. ▪ You will provide coverage for the hotline as assigned. ▪ You will attend and participate in community meetings/taskforces, etc. as assigned. ▪ You will work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program. ▪ You will advocate with other agencies on behalf of survivors. ▪ You will provide referral information, counseling and emotional support in a non-judgmental, non-directive manner to clients. ▪ You will communicate special concerns about clients - both adults and children - to supervisor. ▪ You will maintain accurate records and appropriate documentation of services. ▪ You will provide professional training as required by Supervisor. ▪ You will implement all program evaluation to ensure effective programming. ▪ You will oversee hire, supervise, evaluate and mentor counselor positions. ▪ You will ensure quality and accuracy of all counseling provided by counseling programs. ▪ You will manage staff issues, concerns in a proactive and professional manner. ▪ You will be responsible for mandatory reporting: report suspected and prior abuse/neglect to either Child Protective services or Adult Protective Service when appropriate. ▪ Other duties as assigned. <p>What Skills and Assets you bring, and more:</p> <ul style="list-style-type: none"> ▪ Excellent attention to details ▪ Demonstration of professional objectivity and appreciation for confidential information ▪ Ability to follow instructions and to adhere to policies and procedures ▪ Ability to prioritize tasks to meet individual and team deadlines ▪ Has a growth mindset and is a good team player ▪ Strong communication skills, both verbally and in writing.
Qualifications	<ul style="list-style-type: none"> ▪ Master's degree in Social Work, Counseling, or Psychology, required ▪ Three years of counseling experience in a social services agency with adults and children, required. ▪ Two years of management experience, required. ▪ Bilingual in both English and Spanish is preferred

	<ul style="list-style-type: none"> ▪ Intermediate Computer Skills; Proficient in Microsoft Office ▪ Certificates & Licenses: State of Texas License to provide counseling or therapy for example, LMSW, LPC, LMFT. ▪ Texas driver's license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation.
Salary/Hours	<p>Annual Compensation: \$73,800.00</p> <ul style="list-style-type: none"> • Pay schedule semi-monthly • Medical, Dental, Vision, Life and Disability Insurance Programs • Generous Paid time Off- 11 paid holidays per year, up to 3 personal holidays per year, 15 paid Vacation days per year, Approx 7 hours per month of accrued Sick days • 401K the agency matches 125% of employee contributions up to 4% of the annual salary of a full-time employee • Company paid Life Insurance • Company paid Long Term Disability • Employee Assistance Program <p>Your Schedule:</p> <ul style="list-style-type: none"> ▪ Full Time, Hybrid ▪ Monday's, Thursday's, & Friday's: 9 a.m. - 6 p.m. ▪ Tuesday's & Wednesday's: 11 a.m. - 8 p.m. ▪ *Flexibility required based on the need <p>Local Travel: 25%</p>
Address	Houston TX
Application Method	https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=323610&clientkey=375885033217726F70F9776A0B3CFE54
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.