



Position: Counselor- Residential
FLSA Status: Hourly, Non-Exempt
Reports To: Counseling Services Manager

Position Summary:

Under the direct supervision of the Counseling Services Manager and CPO, Counseling and Outreach, the Residential Counselor will provide direct counseling services at selected WEAVE counseling sites, including the safehouse and transitional housing programs.

Responsibilities:

Direct Client Services

- Provide individual and group counseling for children/youth/adults
- Provide internal and external referrals and resources
- Maintain accurate, timely and complete client documentation, per agency guidelines
- Identify, assess and report cases of suspected child abuse/neglect and elder abuse to Child Protective Services/ Adult Protective Services
- Advocate for the concerns of clients with their support systems, schools, the legal system, and social service providers

Counselor Responsibilities

- Maintain accurate and timely client documentation, per agency guidelines
- Attend weekly clinical supervision
- Actively engage with residential clients to offer and provide counseling services
- Provide individual and group counseling for children, youth and adults
- Provide data for grant reporting as needed
- Assist with billing when needed
- Responsive communication with Counseling Services Manager, Clinical Supervisor and CPO, Counseling & Outreach

Other Responsibilities

- Attend and participate in department and agency meetings and committees, as assigned
- Maintain timely and accurate timesheets, per agency guidelines
- Represent the agency in community speaking engagements and networking opportunities, as assigned
- Other job duties as assigned

ADA Job Characteristics:

Work environment is primarily in an office setting. Local travel (driving) may be required to

attend off-site meetings, as needed. Lift and carry 25 lbs., extend both arms above the head and/or reach below the waist, stoop, squat, crawl, bend the back or open lower-level filing drawers, or to retrieve stored items, climb a ladder or stairs, or use an elevator. Sit frequently and/or stand when filing, using copier, etc. Use fine manipulation (hands and wrist) to operate a keyboard, take notes; utilize desk calculator, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range, and communicate clearly and concisely to others. Apply normal reasoning and detail as required in the accomplishment of job duties.

Qualifications:

- ASW, AMFT or APCC with current BBS registration
- Minimum of two years counseling experience working with children, youth and adults of various ages and diverse backgrounds
- Experience working with domestic violence and sexual assault preferred
- Experience working with unserved and underserved communities
- Ability to work both independently and as a team member
- Excellent oral and written communication skills
- Established familiarity and competence using Electronic Health Records and Office 365 Applications (Outlook, SharePoint, Word, Excel)
- Ability to use multiple strategies for engagement including both formal counseling strategies and informal outreach to residential clients
- Complete WEAVE’s 69-hour classroom training and peer counselor certification program (post-hiring requirement)
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance
- Satisfactory results from DOJ background check (post employment offer requirement)

Acknowledgment:

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with WEAVE (Agency) is at-will, and that I or the agency may terminate my employment at any time, with or without cause or notice.

Employee’s Signature _____
Date

Supervisor’s Signature _____
Date

