

NEW JERSEY ASSOCIATION ON CORRECTION

“Helping People With A Past, Build A Future” Since 1961

JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
CADC Support Service Counselor DV/SA Program	PCWC Program Supervisor	Exempt	Passaic County Women’s Center	Program Professional III
If interested please submit your application to:				
Quarticha Perkins, Director of Victim Services by email: qperkins@njaconline.org or fax: 609-396-8999				

SUMMARY

Provide counseling services for survivors of domestic violence / sexual assault and addiction. The counselor will participate as part of the Shelter and Outreach team to provide additional case management services including assistance with screening, identification and utilization of resources, triage cases, provide assistance to PCWC program, assist in advocacy for victims, including shelter residents. The employee is responsible for facilitating support group, conducting risk/needs assessments and developing service plans for all clients assigned to their caseload, and implementing those plans subject to review and approval of the Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

Service

- Ensuring the direct services are provided to survivors:
 - Intake appointments and substance abuse screenings
 - Safety and Lethality Assessments
 - Weekly individual case management
 - Client records including social histories, chronological reports, case summaries and other information as needed.
 - Client advocacy, resources and referrals
 - Individual and group counseling,
 - Effective crisis intervention and conflict resolution,
 - Conducting interventions,
 - Individual/group lectures and didactic presentations,
 - Participation in multidisciplinary case conferences and treatment plan reviews,
- Maintain client and staff confidentiality in compliance with administrative policies and procedures.
- Ensure success of project contract objectives and work plan are completed
- Timely and accurately input of client data into APRICOT database system
- Completing monthly and quarterly statistical data reports.
- Other duties as assigned

Plan

- Complete required annual training in compliance with due dates
- Participate in daily meetings, monthly staff meetings, weekly program meetings, weekly treatment team meetings as well as semiannual training and meetings as scheduled.

Organize

- Ensure that program activities operate within the policies and procedures of the organization and our funder.
- Ensure that program activities comply with all relevant professional standards.
- Meet all required internal and external standards and policies.

Represent

- Write reports on the program for management and funders as required

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- Communicate with management and funders as outlined in funding agreements
- Ensure reports and supporting documentation for funders are prepared as outlined in funding agreements

Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

- Supervision responsibilities include: None

Education

- A NJ LCADC or CADC or another licensed health professional doing work of an alcohol and drug counseling nature within their scope of duties.

Clearances

- Successfully pass Criminal, Education, Substance Use Testing and Driver Background checks conducted by the Organization and Funder
- Maintain background free of infractions which may result in the termination of employment
- Have access to an insured, registered vehicle
- Possess a valid Driver's License

Knowledge, skills and abilities

- Knowledge of domestic violence and sexual assault
- Experience facilitating support groups and workshops
- Knowledge and understanding of team concepts in a trauma-focused setting.
- Knowledge and understanding of family systems approach to practice preferred.
- Experience working with survivors of domestic violence, sexual trauma, and child abuse required.
- Knowledge and understanding of trauma informed care model of services required.
- Bi-lingual (English/Spanish) a plus.
- Possesses thorough working knowledge of social learning theory, cognitive-behavioral intervention and approaches, assessment and evaluation and demonstrated competencies in training, group interaction, and mentoring.
- Working with addictive personalities; a basic understanding of human behavior; and utilizing group dynamics to address special needs populations.

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Databases
- Spreadsheets
- E-mail
- Internet
- Client Tracking Software

Personal characteristics

Should demonstrate competence in some or all of the following:

- Ethical Behavior:
 - Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization

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- Build Relationships:
 - Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively:
 - Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation:
 - Develop new and unique ways to improve operations of the programs and to create new opportunities.
- Focus on Client Needs:
 - Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork:
 - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead:
 - Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions:
 - Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize:
 - Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan:
 - Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems:
 - Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to the direct supervisor and/or resolve the problem.

Working Conditions

- Typically an office and residential program environment, but the mission of the organization may sometimes take them to nonstandard workplaces.
- A standard work week, but may be required to work some evenings and weekends to monitor program activities.
- Be on-call for any after-hours emergencies. Primary on-call services are rotated through case managers
- The employee in this position may be required to lift up to 25lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

ASSOCIATION PHILOSOPHY:

All Association employees must be committed to the New Jersey Association on Correction’s philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

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The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.