



**CRISIS CENTER, INC.**  
**POSITION DESCRIPTION**  
**Rape Response Crisis Counselor**

**PURPOSE**

Primary purpose of the Rape Response Crisis Counselor is to provide crisis intervention services to primary and secondary survivors of sexual violence. Complete one week of back-up on-call services once a month or as needed based on staffing. Document accurate statistics of all services provided.

**WORKING RELATIONSHIPS**

1. Reports directly to Rape Response Program Director.
2. Works closely with all staff members to ensure that all programs complement each other in philosophy, policy, and procedure.
3. Reports periodically to the Executive Director.

**QUALIFICATIONS**

1. Minimum of a Master's degree in social work, counseling, or related field with one year's experience. Licensure or license eligible is required.
2. Conducts self in a professional manner at all times as a representative of the agency and makes every effort to perform duties in an efficient and well-organized manner.
3. Able to work in an office setting at a desk for extended periods of time.

**DUTIES AND RESPONSIBILITIES**

1. Ensure quality crisis intervention services are provided to primary and secondary survivors of sexual violence in Jefferson, Walker, St. Clair, and Blount counties, and other areas as determined by funding.
2. Work cooperatively with Rape Response staff in making decisions concerning the development and growth of crisis intervention services. Follow through on implementing these plans within the time frame established.

3. Provide evidence-based and appropriate crisis intervention counseling and appropriate referrals to primary and secondary survivors of sexual violence who call the Rape Response crisis line.
4. Develop counseling plan that identifies goals and objectives for each client.
5. Prepare counseling notes following each session that specifically address counseling plans goals/objectives.
6. Develop and facilitate psychoeducational groups and support groups on sexual assault issues in-house and at other community agencies as requested.
7. Utilize Theranest case management system to maintain case file on each client served to include documentation of contacts and services offered/delivered. Ensure documentation meets funding requirements.
8. Develop and maintain referrals to assist clients with obtaining services to help meet other social and personal needs.
9. Document accurate statistics of all services provided and aid in monthly statistics entry.
10. Assist with Rape Response volunteer training and other education and awareness activities as requested.
11. Aid in training and training development on advocacy, sexual violence, and other related topics.
12. Pursue continuing education opportunities to support counseling practices.
13. Maintain appropriate licensure and supervision as needed.
14. Complete one week of back-up on-call services once a month or as needed based on staffing.
15. Operate the Hotline as needed.
16. Performs other duties as requested by Rape Response Program Director and Executive Director.

**If you are interested in applying for this position, please send a cover letter and your resume to Leen Murad at [lmurad@crisiscenterbham.org](mailto:lmurad@crisiscenterbham.org) by Tuesday, January 28, 2025, by 4 p.m.**

Job Type: Full-time

Work Location: In person with an option for a hybrid work schedule at times

Salary: \$54,000/ year

