

**HAVEN HOUSE**  
**DOMESTIC VIOLENCE/ABUSE COUNSELOR/THERAPIST**  
**Part time**

**Position status:** Hourly, non-exempt. Reports to Clinical Director.

**Position Summary:** Provides professional counseling to women and children who are victims of domestic violence. Responsible for the effective administration of the counseling component of the program in order to support healing, assist people to live a life free of domestic violence, and to prevent /reduce the effects of intergenerational domestic violence. Domestic violence must be a primary issue for ongoing counseling.

**Specific job duties and responsibilities:** Following agency protocol as detailed in Haven House's written policies and procedures and specified by funding sources:

- Provide primary counseling services to women and children who are victims of domestic violence to increase safety and promote the healing of the adult and child participants from the immediate and long-term effects of trauma from experiencing domestic violence
- Provide primary client psychological assessment and develops and reviews client treatment plans.
- Refer clients to outside agencies as necessary
- Supervise referral of children and adults to outside contract counselors
- Maintain client files in accordance with State and Federal requirements
- Maintain Client data as required by funding sources.
- Provides crisis intervention, counseling, personal advocacy for clients as needed
- Participate in all regular staff meetings, in-service trainings, and community functions as required or requested by the Executive Director
- Coordinate with all other Haven House program components in referrals and case management.
- Abide by confidentiality required by Haven House and Funders
- Meet with the Clinical Director weekly in supervision to inform of current service delivery activities, reviewing or updating treatment plans and informs Clinical Director/Executive Director immediately of any emergency situations involving clients
- Other duties as required

**Minimum Staff Requirements and Qualifications:**

1. Ability to work effectively in a multi-task, crisis-oriented environment
2. Ability to perform work activities requiring effective listening, negotiating, instruction and/or speaking with others
3. Ability to relate to coworkers, peers, residents and others in a positive and professional manner
4. Ability to communicate effectively verbally and in writing
5. Satisfactory clearance of criminal background check
6. Must have training regarding cultural awareness relevant to populations being served
7. Satisfactory clearance of criminal background check. TB test with negative outcome
8. Current certification in CPR and First Aid

Staff providing Domestic Violence Counseling Services:

- Are duly licensed and abide by accepted and professional best practice and ethical standards (see Minimum Staff Qualifications)

- Obtains continuing education, consultation, and supervision to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability
- Maintains on-going continuing education, consultation, and supervision specific to direct job duties and the population served and in accordance with the clinician's licensing board requirements
- Has a knowledge base of their clients' cultures and community being served by the agency, be able to demonstrate cultural awareness/sensitivity, and demonstrates respect for the differences among people and cultural groups the agency serves
- Demonstrates ability to provide services including crisis intervention, psychosocial assessments/service assessments, development of strengths based treatment plans in conjunction with the client supporting their goals and objectives and /or refer the client to other behavioral health providers.
- Promotes the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals
- Has a working knowledge of the principles of trauma treatment and trauma informed care and the intersection of substance abuse and mental health issues and recovery

Staff providing domestic violence counseling is required to possess:

Non-Independent licensure in New Mexico, with a Master's degree (LBSW, RMHC, RIMHC, LPC, LPAT, LMHC, LMSW or Provisional License) under staff supervision and training required by the New Mexico Counseling and Therapy Practice Act or the New Mexico Board of Social Work Examiners Practice Act, with required staff supervision and training; or

Master's level students or interns in an accredited counseling, social work, or therapist training program and rendering services under direct supervision may also provide this service.

All counseling must be provided in accordance with the State licensing provisions governing each licensed staff. If the focus of this service is on substance abuse, the staff must be appropriately certified or licensed and trained to provide substance abuse services in accordance with the New Mexico Counseling and Therapy Practice Act and Board or have the appropriate training with the appropriate licensure as set forth by that Act. An initial 40-hour DV specific training through the two CYFD approved training entities and/or Victim Advocacy Training (VAT) as approved by VOCA. Twenty (20) hours minimum of ongoing training per year related to target population, crisis management, crisis intervention policies and procedures, and community resources is required. Annual training and continuing education for all Counseling staff must be in accordance with the respective licensing act/board requirements and documented in the personnel file.

Bilingual Preferred (Spanish)