

Bay Area Turning Point, Inc.

<b>Job Title:</b> Manager of Advocacy and Counseling Services- Chambers Co.	<b>Job Code:</b>
<b>Department:</b> Client Services	<b>Reports to:</b> Programs Director
<b>Effective Date:</b>	<b>FLSA Status:</b> Exempt

**Position Overview**

**Hours:** 40 Hours weekly to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances.

**Summary Description of Position:**

Display strong leadership capacities to agency staff and volunteers as well as the ability to manage time with little to no supervision. Serve clients who are victims of family violence, sexual assault, elder abuse and child sexual abuse. Identify, recommend and coordinate collaboration opportunities to reach victims and victim service providers in efforts to build relationships to better serve victims of domestic violence and/ sexual assault. Conduct a comprehensive evaluation and establish a plan to facilitate healing and recovery; provide family, individual, and group counseling; monitor counseling outcomes. Identify, recommend and coordinate collaboration opportunities to reach victims and victim service providers; build relationships with law enforcement, DA, judges, schools and other services providers; and reach victims, supporters and the community-at-large.

**Essential Duties and Responsibilities**

- Develop and update counseling plans by collecting, analyzing, and summarizing assessment data and victimization history; establish courses of action that promote the healing and empowerment of clients.
- Deliver direct services by conducting family, individual, and group counseling sessions.
- Provide counseling hours in schools.
- Attend and actively participate with inter-agency coalitions and networking groups.
- Educate professional staff by assessing training needs; develop and deliver in-service training programs; evaluate outcomes; supervise interns.
- Supervise staff in Chambers County and provide support as needed.
- Provide direct advocacy, assistance, and follow-up to victims/secondary victims of domestic violence and/or sexual assault.
- Maintain client records according to the compliance requirements of BATP and its funding sources.
- Consult supervisor regarding any critical situations. Inform supervisor regularly on goals, progress, needs and challenges as well as successes.
- Establish positive working relationships with police, hospitals, schools, and criminal justice systems.
- Conduct client assessments to include individual support, advocacy, referrals, safety planning, PO, CVC and VINE processes and follow-up.
- Perform emergency and non-emergency accompaniments to court, DA, medical, and law enforcement agencies.
- Handle crisis intervention hotline calls and face-to-face advocacy and intervention.
- Facilitate professional trainings, activities to engage members of the community in violence prevention strategies.
- Participate in coalitions to address sexual violence and domestic violence to engage groups in prevention strategies.
- Be knowledgeable of community resources.
- Have knowledge of grant objectives and goals and prepare reports as requested.
- Other duties as assigned

**Education and Other Requirements**

- Licensed Professional Counselor or Licensed Social Workers and 1 year experience working with children and youth.
- Excellent written and oral communication skills; proper use of grammar and punctuation a must; ability to convey a clear concept that draws others into the agency’s mission as financial supporters and volunteers.
- Speak clearly and effectively in a variety of settings.
- Listen attentively and actively.
- Experience working with children, youth, and adults that have been traumatized by sexual assault, incest, child sexual abuse, rape, molestation, physical abuse, emotional abuse, and/or have witnessed the abuse of their parent or sibling.
- Basic child health skills, including childhood development. Has had experience working with children both in an individual and group setting. Experience in art and play counseling.
- Can interact with children on a level they can comprehend and respect. Can establish a rapport with children, youth, and adults. Seeks techniques that empower clients and enhance their healing, recovery and plans for the future relating to coping skills, abuse prevention, recognizing destructive patterns, and strengthening their cognitive learning skills.
- Creativity – offering inspiring ideas and engaging others in its implementation. Bring forth new ideas.
- Independence – requiring little supervision and direction to achieve goals.
- Experienced in project design with ability to define details and milestones to reach deadlines and accomplish goals.
- Art of Influence: Style of engaging others in BATP’s mission.
- Conflict resolution, problem solving skills.
- Possess a working knowledge of Texas laws pertaining to family violence and sexual assault.
- Ability to motivate, inspire and gain the respect of staff and volunteers.
- Ability to be on location to on call-status areas within 1 hour.
- Ability to lift/carry/move a minimum of 40 lbs. for an extended distance
- Must have a clean driving record and be insurable on the agency’s auto insurance policy.
- Must have 2 years of verifiable driving experience.

**I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.