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The Gingerbread House Bossier/Caddo Children's Advocacy Center is a community-based, non-profit organization that works to reduce the trauma experienced by child abuse victims during the investigation, prosecution, and treatment phases of child abuse cases.

### **Job Description**

**Title:** Counselor  
**Reports to:** Chief Executive Director  
**Classification:** Full-time (40 hrs. per week)

**Overview:** The Counselor increases the capacity of the Children's Advocacy Center to carry out its mission by providing on-site therapeutic services, advocacy and support group services, and crisis intervention services to child victims of sexual and severe physical abuse and their non-offending caregivers, as part of our Counseling Team.

#### **Minimum Requirements:**

- Master's Degree in Counseling, Marriage and Family Therapy, Social Work or related field; Licensed Professional Counselor or related licensure strongly preferred
- Minimum of 1 year clinical experience providing therapeutic services for children, including child victims of sexual and physical abuse
- Strong clinical knowledge in the areas of child development, individual, group and play therapy, trauma response, and child abuse
- Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) trained mental health professional preferred
- Ability to handle sensitive issues in a mature, confidential manner and with integrity and compassion; high level of discretion
- Skilled in testifying for Juvenile and Criminal Court proceedings
- Proficient knowledge of and sensitivity to family systems and child victimization
- Excellent communication, mediation, and problem solving skills
- Ability to work well with a variety of disciplines and function within team environment
- Knowledge of community resources, child protection services, and the legal system
- Flexibility of schedule to suit Center's needs
- Reliable transportation, valid driver's license, clear criminal background

#### **Responsibilities include, but are not limited to:**

- In collaboration with the CEO and Counseling Team, operate and expand the Children's Therapy Program at the Children's Advocacy Center
- Adhere to Health Insurance Portability and Accountability Act (HIPAA) regulations and other professional and ethical principles related to the Counseling profession
- Conduct individual therapy with child victims of sexual and physical abuse (ages 2-17), non-offending caregivers, and other non-offending family members
- Provide emergency crisis intervention services to families within 24 to 72 hours of initial contact with the Center

### **Responsibilities (continued):**

- In partnership with Counseling Team, facilitate teen and non-offending caregiver groups
- Participate in monthly Multidisciplinary Team (MDT) case review meetings and other staffing meetings as needed
- Maintain communication with the investigative and prosecutorial members of the MDT
- Serve as a liaison between families and MDT members regarding therapy case status
- Work in collaboration with the Family Advocates to identify additional needs families of victims may have and make appropriate referrals for services and community resources
- Assist in developing a network of community resources for referral purposes
- Consult with other medical and mental health professionals regarding cases as needed
- Attend professional training opportunities to remain current in the mental health field and maintain professional licensure requirements, including required CEUs
- Maintain case records on all therapy clients
- Respond to subpoenas, prepare case summaries for court, and Testify in court as needed
- In partnership with Counseling Team, maintain current, de-identified statistical information on counseling clients for grant-reporting purposes
- Assist the CEO and staff in providing community education opportunities throughout the year
- Assist in developing additional clinical services for child victims and their families
- Generate list of Counseling/Play Therapy Program supplies and other needs and communicate information to CEO and to office personnel for purchasing purposes
- Keep office personnel informed of client scheduling changes, counselor availability changes, and pending court dates for scheduling purposes

### **Other**

- Maintain and expand skill level and relevant knowledge base through supervision, case review, research, and professional growth
- Help with fundraisers and special events
- Help keep the Center clean and organized
- OTHER DUTIES, TASKS, AND RESPONSIBILITIES AS ASSIGNED BY THE CHIEF EXECUTIVE OFFICER

### **Salary Package**

- Commensurate with experience, \$40,000-\$60,000
- Health, Vision, Dental, Life Insurance 100% paid for by Agency
- Social Services Professional Liability Insurance
- Retirement Benefits with Employer Contribution
- Generous Paid Leave and Holidays
- Agency will provide training on-site and through collaboration with other community agencies
- Agency will allow for attendance, at a minimum, of one nationally recognized conference per year