

**Braveheart Children's Advocacy Center**  
**Job Description**

**Job Title:** Counsellor

**Required Hours:** Full time - 40 hours per week

**Purpose:** Provide evidence-based mental health services to clients on site

**Reports to:** Executive Director

**Job Duties and Responsibilities:**

- Provide trauma informed individual and family therapy services to children, non-offending caregivers, adults, and families
- Build therapeutic alliance with clients
- Provide direct crisis services to primary and secondary victims of sexual violence
- Assess client/family needs using appropriate assessment methods
- Develop treatment plans using client-directed and evidence based practice interventions
- Provide a confidential, safe environment to deliver evidence based practice interventions
- Review treatment plans to track progress towards goals and the need for revisions
- Provide aftercare planning
- Completing all clinical and administrative records pertaining to work related activities
- Build and maintain relationships with community agencies and MDT partners
- Provide testimony in child abuse cases
- Receive ongoing training in trauma informed best practices
- Participate in community outreach efforts
- Attend Multi-Disciplinary Team (MDT) case review
- Participate in clinical supervision and staff meetings
- Tracking outcomes and contributing to data collection and grant reporting
- Staying abreast of current research and best practices in child maltreatment, childhood trauma, and adult survivors of abuse and sexual assault
- Attending a minimum of 8 hours of relevant training per year
- Other duties as assigned by the Executive Director and agreed upon in the employment contract

**Knowledge and Experience:**

- Knowledge of and sensitivity to family systems and child victimization
- Recognize impact of trauma on multiple areas of life and different paths to recovery
- Understand of individual and family needs with cultural considerations
- Knowledge of developmental stages of children and dynamics and effects of child abuse
- Cultural awareness of the needs of diverse populations

**Qualifications:**

- Minimum Master's degree in Social Work, Human Services or related field with 2 years experience or a comparable combination of experience, education, and training
- Strong oral and written communication skills.
- Willingness to work with a flexible schedule when necessary
- Successful completion of a background check