



Counseling Coordinator Job Description

Title: Counseling Coordinator

Responsibilities include, but are not limited to:

- Oversee the planning, development and management of Avalon's Counseling Services Program
- Oversee recruitment, training and trauma responsive supervision of practitioners providing counseling services
- Provide holistic, trauma-informed care to survivors of sexual assault including secondary supportive loved ones - both individual and group; including healing arts and counseling for special populations
- Oversee internal counseling and advocacy assignments ~ Maintain a manageable caseload of clients
- Assist with client crisis management and formal grievance complaints
- Develop and facilitate support group services for youth and adults, including embodiment and holistic therapy groups
- Facilitate internal counseling and advocacy, case conference and case collaboration meetings
- Provide support to Avalon's Welcome team by assisting with front desk, phone and crisis walk-in coverage
- Coordinate across other agency programs to develop best practice policies, training,
- Provide crisis intervention and support to adult and adolescent survivors of sexual assault during medical forensic exams and other emergency related follow up care at Avalon's 5 clinic sites and surrounding hospitals (*includes pediatric population*)
- Provide advocacy including personal, medical and legal support
- Provide assistance to sexual assault survivors in filing police reports, applying for and obtaining PPO's, referrals for non-criminal related legal needs
- Preparation and organization of monthly statistical reports required for grant contracts
- Maintain grant required statistics and submit requested reports as necessary

Minimum requirements include:

Meet Michigan's LARA licensing requirements for Counselors, full counseling or social work license (LMSW/LPC) • Education or experience in crisis counseling, sexual assault, human trafficking and intimate partner violence required • Experience and ability to work effectively with people from diverse racial, economic, and cultural backgrounds • Capability to respond to and handle crisis situations effectively • Must be caring, empathetic and have a passion for working with survivors using a client-centered approach • Must be able to maintain professional boundaries and comply with all agency policies and procedures • Ability to work independently and with supervision • Excellent oral, written, active listening and organization skills. A familiarity with city agencies and the criminal justice and civil legal systems also preferred.

Hours and Salary:

Salary: \$62,500. Full time - 40 hours per week office responsibilities with some flexibility to work from home. Provide quarterly weekend and holiday on-call coverage support to the First Response program. Some evening/weekend hours required.

Equal Employment Opportunity Policy:

Avalon provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Send resume and cover letter to Amy Smith, Director of Healing Services, at asmith@avalonhealing.org by May 31, 2024.