

### **Clinical Services Supervisor/Counselor**

*The Clinical Services Supervisor/Counselor provides vision and leadership at EFC to ensure staff are supported and clients receive exceptional, holistic, accessible, confidential, trauma-informed counseling and advocacy.*

**Supervisor:** Director of Programs

#### **Responsibilities include:**

##### **Clinical Supervision**

- Assist to ensure all direct-service staff meet the DPH standard of required supervision (1 hour for every 20 hours of direct client contact)
- Provide regular clinical supervision and support for counselor/advocates, staff, volunteers, and Master's level interns
- Ensure EFC clients receive exceptional, holistic, accessible, confidential, trauma-informed counseling and advocacy
  - Increase capacity of agency and staff to provide culturally affirming, accessible services and to address systemic oppression in our community, in our work, and in ourselves
  - Ensure client needs, agency standards, and funding requirements are met
  - Ensure staff maintain appropriate case management and record keeping
- Oversee assignment of counselors' caseloads and ensure equitable distribution of cases
  - Assist in coordinating and facilitating intake and case assignment
  - Oversee and develop therapeutic individual and group curricula
- Monitor, support, and help sustain the emotional health of the agency

##### **Client Counseling and Community Engagement**

- Provide crisis intervention, advocacy, counseling and referrals to sexual assault and domestic violence survivors as needed
  - Respond to emergency room, police station, court and other venues when necessary
  - Provide backup to on-call counselor, offering support and taking calls when necessary
- Monitor high-risk cases and clients with complex needs
- Coordinate and/or facilitate weekly support groups for survivors
- Serve as on-call manager/supervisor back-up on a rotating basis
- Maintain and cultivate relationships with clinical and community service providers for warm referrals and coordination of treatment and services
- Provide community trainings and outreach

##### **Management and Evaluation**

- Participate as a member of the Management Team
- Collaborate with other managers to assess programs, identify areas of improvement, and adapt to evolving community needs
- Assist in the assessment of staff training needs and in the implementation of staff development programming
- Help coordinate and run annual staff reviews and staff action plans
- Complete all other duties as assigned to promote agency mission

**Qualifications**

- Master's Degree in social work and LICSW clinical degree preferred; may also include licensed social worker, nurse, psychiatrist, psychologist, or psychotherapist
- Excellent interpersonal, facilitation, communication, and conflict resolution skills
- Knowledge of generally accepted counseling practices, standards, and legal responsibilities
- Experience working with sexual assault and domestic violence survivors
- Excellent understanding of the intersectionality of oppression, and knowledge of and ability to support staff with outreach activities to marginalized communities
- Demonstrated experience facilitating small group discussions and meetings
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, and supervisor
- Spanish-speaking preferred

**Work hours:** Full-time, with rotating management back-up for hotline and evening/weekend emergencies.

**Compensation and benefits**

Elizabeth Freeman Center is committed to working for economic and social justice for staff as well as clients and believes in offering all staff competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. Salary \$55,000-\$64,000 depending on experience and license with a year-end stipend and hourly increments for Spanish and other frequently used languages and special skills. EFC pays 85% of health insurance premiums and contributes to an FSA. We have generous paid leave as well as other benefits.

**Applying:**

To apply, please send cover letter and resume to [jobs@elizabethfreemancenter.org](mailto:jobs@elizabethfreemancenter.org). Applications are rolling until the position is filled.

Elizabeth Freeman Center is an Affirmative Action/Equal Opportunity Employer (AA/EOE). Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.