



Domestic Abuse Project of Delaware County, Inc.

14 West Second Street, Media, PA 19063-2802

Main Office: 610-565-6272 • Fax 610-565-9911

COUNSELOR – FULL TIME

Link --> [Open Positions - Domestic Abuse Project of Delaware County, Inc](#)

Summary Objective: The Counselor carries out the mission of DAP by providing supportive counseling to adults and children who have experienced domestic violence. The Counselor position is a full-time (40-hours per week) position. Occasional evenings may be required.

Essential Functions:

- Delivers therapeutic intervention, safety planning, and ongoing counseling to individuals who have experienced domestic violence via Telehealth (Zoom) and in person at DAP's Main Office and shelter
- Maintains a caseload of 20-25 cases per week
- Develops individual safety and services plans
- Provides group counseling and facilitate support groups virtually and in-person
- Completes chart documentation and moderate case management in a timely manner
- Submits monthly Counseling statistics accurately and timely
- Maintains knowledge of other service providers so as to be able to provide appropriate information and referrals
- Works cooperatively with other DAP staff to ensure holistic response and service delivery, referring to other DAP services as needed
- Provides clear responses and necessary documentation to requests for information for grant proposals, grant reports, or other organizational needs
- Works cooperatively with other DAP staff
- Participates in Counseling program meetings
- Participates in clinical group supervision
- Participate in organizational staff meetings
- Serves as support for shelter staff during client crisis situations which includes facilitating mobile-crisis services, if needed
- Complete and submit time sheets accurately and on time in accordance with DAP's policies
- Complete screenings with potential clients to identify needs and appropriate counseling goals
- Provide trauma informed counseling and domestic violence education to clients & potential clients
- Perform other duties as assigned



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Qualifications and Competencies:

- Master's degree in social work, counseling or related field required
- Strong interpersonal and communication skills, including active listening
- Support effective resolution of complex or sensitive disagreements or conflicts
- Interest in delivering trauma-informed human services in a complex environment, placing a high value on creating an environment that embraces and appreciates diversity
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- Ability to work well independently, setting high standards of performance for self and assuming responsibility and accountability for successful completion of assignments or tasks
- Ability to work well with others and uphold a psychologically safe environment
- Knowledge of the dynamics of domestic violence, understanding of the social service system, and experience in crisis intervention in a residential setting preferred
- Knows how to support effective resolution of complex or sensitive disagreements or conflicts
- Flexibility to work nights as needed
- Ability to plan, implement, and manage case load
- Ability to work with diverse populations and in a multi-disciplinary setting
- Proven ability to maintain confidentiality regarding all activities at DAP, pertaining to both clients and staff, demonstrating consistent honesty and professionalism at all times.

Work Environment

- Work is primarily performed in an office setting or within secured residential shelter
- Ability to provide reliable transportation

Required Education & Experience

- Master's degree in social work, counseling or related field required
- Two (2) years' counseling experience preferred (including internships in related field)

Other Requirements:

- Successful completion of required organizational training within two weeks of hire.
- Successful completion of required ongoing organizational training.
- Satisfactory Criminal Background check(s) and other organizational required clearances.
- Must have valid drivers' license, reliable transportation and satisfactory motor vehicle insurance
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This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.

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24/7 Hotline: 610-565-4590 • Thrift Store: 610-325-0768

dapdc.org