



P.O. Box 2883 • Gainesville, GA 30503 • [www.raperesponse.com](http://www.raperesponse.com)  
770.503.7273 • CRISIS Line Outside Hall County 1.800.721.1999 • Fax 678.928.4209

### **Full-time Counseling Program Manager Job Description**

**Purpose:** To provide quality, comprehensive therapeutic services to victims of sexual abuse (age 13 & older) and secondaries through individual, group, family therapy, other treatment services and interventions as appropriate; To offer therapeutic services to adolescent and adult survivors of sexual abuse and trauma while supporting the strategic initiatives of the Board of Directors as implemented by the Executive Director. To develop Rape Response counseling program to include master's level interns in providing groups and individual counseling to meet the needs of sexual abuse survivors and their families.

#### **Major Duties:**

- Provide in-depth assessments of primary and secondary victims of sexual abuse (age 13 and older)
- Develop treatment plans for families and individuals including specific goals and objectives
- Provide individual, group and family therapy
- Schedules & follow-ups with clients for assessments and counseling sessions
- Keep case notes and client files current and complete, enters & maintains accurate data tracking info for required reports in Excel, Word and Dedicated Data Software Programs
- Recruit and supervise Master's Level Interns in providing Counseling to primary and secondary victims of sexual abuse (age 13 and older)
- Communicate regularly with other community partners and stakeholders about ongoing treatment and treatment needs and concerns as appropriate
- Participate in the establishment and building of community partnerships as time allows, maintain good working relationships with individuals working at other collaborating agencies
- Maintain confidentiality
- Additional duties as assigned by Advocacy or Executive Director

**Job Requirements:** Clinical master's degree—fully licensed (LPC, LCSW, LMFT) with minimum 2 years post-licensure experience—preferably in trauma or sexual abuse. Ability to demonstrate professional therapy skills and theoretical knowledge of individual and family dynamics. Must maintain annual CEUs. Must be current on Georgia mandatory reporting laws HIPAA and other laws concerning client confidentiality, tele-mental health and privacy. Criminal background investigation required. Employment contingent on successful background check.

**Preferred Abilities:** Ability to handle stress-related issues; willingness to work flexible hours; skills at working with and contributing to a team approach to treatment; skilled in case management involving multiple community agencies.

**Report:** Therapist reports to the Advocacy Director and ultimately the Executive Director.