



Metropolitan Organization to Counter Sexual Assault

Job Title: **Counseling Coordinator - YSBP**
FLSA Status: Exempt
Department: Counseling
Reports to: Director of Counseling

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community.

SUMMARY

This position is responsible for program coordination, community collaboration, and individual and group counseling services for youth with sexual behavior problems, survivors of sexual violence and significant others.

JOB OBJECTIVES

I. Client Services

- a. Provide evidence based individual, family and group counseling to youth with sexual behavior problems, survivors of sexual violence and significant others at MOCSA offices and outreach sites.
- b. Provide case management including coordination of services with child protective, legal and community collaterals.
- c. Complete all client documentation.
- d. Ensure quality service delivery and achievement of department goals and objectives.

II. Program Coordination

- a. Assists with program development and implementation.
- b. Assists with grant monitoring, reporting and evaluation procedures.
- c. Coordinates case review process including selecting and assigning case files for review and monitoring necessary changes.

III. Community Collaboration

- a. Facilitate collaborative meetings with external professionals for the purpose of client-care.
- b. Work with community partners to improve systemic and societal response to youth with sexual behavior problems.
- c. Develop relationships with referring agencies including regular phone contact and the provision of regular reports.
- d. Conduct outreach and professional education activities with criminal justice

system partners, social service agencies, community health providers, educational institutions and other agencies as identified.

- e. Serve as a representative of MOCSA at various community meetings and events.
- f. Provide professional trainings for agency partners and the community at large.

IV. Crisis Intervention

- a. Provide back-up support for 24-Hour Crisis Line, hospital advocacy and law enforcement advocacy.

V. Media

- a. Serve as a representative of MOCSA including written, recorded, videotaped and photographed images, voice and name in online, video and printed publications.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

License or eligibility for a provisional license in Social Work, Counseling, Psychology or Marriage and Family Therapy. Demonstrated ability to work collaboratively with community partners, such as law enforcement, medical professionals and social service providers.

Preferred Qualifications

Experience in in grant writing and reporting, program management, databases and professional training. Experience working with individuals who have experienced trauma. Training and or certification in Evidence Based Practices such as EMDR, TF-CBT, or CPT or registration as a Play Therapist. Bilingual Spanish.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written

and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

WORK HOURS

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Regular evening and occasional weekend work may be required as job duties demand.

TRAVEL

Frequent travel throughout the Kansas City metropolitan area to perform program coordination, counseling and outreach services.

BENEFITS

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. The salary range for this position is \$42,000 - \$52,000 DOE. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS

Please send cover letter, resume and salary requirements to info@mocsa.org or by fax to (816) 931-4532. **Please, no phone calls.**