

RAPE VICTIM ADVOCATES  
**Central Counselor (Bilingual)**  
Job Posting

**Position Title:** Central Counselor (Bilingual) (full-time, exempt)

**Reports to:** Director of Counseling

**Salary Range:** \$45,000 - \$47,000, commensurate with experience

**Benefits:** HMO, Dental, Vision, Life Insurance fully covered by employer. Generous Holiday, Vacation and Sick time.

**ORGANIZATIONAL BACKGROUND**

Rape Victim Advocates (RVA) is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group counseling, and medical and legal advocacy in the greater Chicago metropolitan area. RVA provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, RVA now serves over 2000 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin, Ravenswood and on the Stroger Hospital campus.

**GENERAL ROLE DESCRIPTION**

The Central Counselor will be responsible for providing individual, couples and family counseling as well as facilitating support groups for adult and adolescent sexual assault victims/survivors and their significant others at the Central Office, and occasionally off-site. The Central counselor will also oversee the counseling internship program and maintain its effectiveness. This position requires written and oral fluency in Spanish.

**RESPONSIBILITIES**

1. Provide individual, couples and family counseling, and support groups for adolescent and adult victims/survivors of sexual violence and their significant others.
2. Maintain a caseload of counseling clients appropriate to level of employment and program needs.
3. Assess/screen individuals to determine appropriate level of intervention and services.
4. Promptly respond to requests for counseling services and maintain intake and referral records.
5. Oversee the Counseling Internship Program
6. Provide direct supervision, individual and group, to all counseling program interns.
7. Evaluate counseling intern programs' effectiveness in conjunction with the Director of Counseling.
8. Participate in regular supervision, consultation, program, and staff meetings.
9. Develop and maintain a network of community members and service providers.
10. Identify and participate in community events, forums, and meetings as necessary to maintain the agency's awareness of issues impacting residents and the visibility of the agency's services.
11. Collaborate with staff and interns from the Education & Training, Advocacy, and Counseling departments in order enhance the effectiveness of the agency's services.
12. Maintain accurate records and statistics for intake, counseling, non-client crisis intervention, information/referral, and other services/activities.
13. Provide counseling services at the Central office, as well as off-site or at agencies that have agreed to provide counseling space for the agency.
14. Provide crisis intervention counseling in Chicago Public Schools through Imagination Theaters' "No Secrets" program.
15. Perform other duties as assigned.

**REQUIREMENTS**

- Master's degree in a social work, counseling, or psychology required. Clinical licensure preferred (LSW/LCSW or LPC/LCPC); if not licensed, must be license-eligible and successful completion of licensure required within 6 months of hire

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- Minimum of two years' experience in providing counseling services is required, including support groups and family counseling
- Excellent verbal and written communication skills
- Excellent counseling and client assessment skills
- Excellent documentation and organizational skills
- Positive attitude and pro-active approach to problem solving a must
- Comfort with giving and receiving honest, constructive feedback
- Bilingual (written and oral fluency) in English/Spanish required; bicultural strongly preferred
- Ability to take initiative and work independently, as well as with a team
- Previous experience working on women's issues, addressing sexual violence/gender-based violence, and working with diverse populations including LGBTQ communities strongly preferred
- Completion of a minimum of 40-hours of sexual assault training by an Illinois Coalition Against Sexual Assault member center within 60 days of hire is required; previous completion of the training is strongly preferred
- Flexibility to work some evening hours is required

*Persons of color and LGBTQ persons are encouraged to apply. RVA is an equal opportunity employer and does not discriminate on the basis of race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.*

**To Apply:**

Please send your cover letter and resume by e-mail to:

**Dr. LaShanda Nalls – Director of Counseling**  
[dircounseling@rapevictimadvocates.org](mailto:dircounseling@rapevictimadvocates.org)

**Please note that resumes received without cover letters will not be considered.**

**No phone calls, please.**