

**Southwestern Wisconsin Community Action Program, Inc.  
Job Description**

**Job Title: Project Recovery Crisis Counselor – Limited Term**

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<b>Exempt (Y/N):</b> Y	<b>Salary Level:</b> 3 (tentative)
<b>Location:</b> Field	<b>Department:</b> (Project Recovery)
<b>Supervisor:</b> To Be Determined, Program Supervisor	
<b>Prepared By:</b> David Vobora, Deputy Director	<b>Date Prepared:</b> 09/29/2020
<b>Approved by Personnel:</b>	

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This position is responsible for providing crisis counseling to individuals and families; includes needs assessment, support, advocacy and referral. The work is performed under the general supervision of a supervisor; however, the employee is expected to exercise initiative, creativity and good judgement in carryout duties. The employee must be available for flexible work hours. This is a part-time, limited-term position. The wage rate for this position is \$19.00.

**Examples of duties:**

1. Works with individuals, family and groups to provide outreach, public education, and referrals when needed.
2. Represents the program in the community and networks with other agencies and partners to ensure needs of survivors are met.
3. Provides presentations to community groups on disaster reactions, coping skills, stress management and the Crisis Counseling Project (Project Recovery).
4. Distributes informational or educational documents to inform members of targeted community.
5. Acts as advocate for clients receiving services; making referrals to other services as appropriate.
6. Provide feedback to Team Leader.
7. Keep records and prepare reports.
8. Works as a member of a team to provide effective, quality service.

**Requirements:**

1. At least one year of previous education, experience, or a combination of education and experience in a similar role.
2. Fluency in English and some other language, primarily Spanish or Hmong, is strongly preferred.
3. Ability to pass Wisconsin criminal background check.
4. Ability to work effectively in non-traditional settings with clients that may be in distress.

5. Knowledge of supportive services that may be available, including eligibility criteria.
6. Ability to delivery service via telephone.
7. Ability to work effectively with minimal direct supervision.
8. Ability to work a non-standard schedule, including the possibility of some evening and/or weekend work.
9. Ability to communicate effectively with others.
10. Regular and reliable job attendance.

**Physical Demands:**

- May be required to travel in-state.
- Work outside of a traditional office setting.
- Interact with clients via smart phone/cell phone.

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