



Metropolitan Organization to Counter Sexual Assault

Job Title: **Counseling Coordinator**  
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 is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is an award winning employer with a commitment to innovation, evidence-based practices and trauma stewardship. We are seeking a licensed therapist to provide supervision of evidence based treatment for community members who have been impacted by sexual abuse and assault.

## **SUMMARY**

This position is responsible for program coordination in the provision of counseling services for community members who have been impacted by sexual abuse and assault.

## **JOB OBJECTIVES**

- I. **Client Services (35%)**
  - 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 (15%)**
  - 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. **Supervision (50%)**
  - a. Provides leadership to the Counseling team and MOCSA at-large.
  - b. Supervises one or more of the following positions; Intake Specialist, Therapists, Interns and Volunteers.

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**

Must be eligible to provide clinical supervision for staff. 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. Experience supervising and leading teams.

**Preferred Qualifications**

Experience with working with customized databases. 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. Flexible scheduling, including four day work weeks are available. Regular evening and occasional weekend work may be required as job duties demand.

**TRAVEL**

Regular travel throughout the Kansas City metropolitan area to perform counseling and outreach services.

**BENEFITS**

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff. The salary range for this position is \$50,000 - \$62,000 DOE.

**APPLICATION INSTRUCTIONS**

Please submit a cover letter and resume via [OnePoint](#).