

Transitions of PA Bilingual Counselor/Advocate Job Description

Position: Bilingual Counselor/Advocate

Supervisor: Counseling/Advocacy Coordinator

Classification: Non-Exempt

Salary Level: Advocate

Dress Code: Business casual or smart casual

Summary

The Bilingual Counselor/Advocate provides direct services to primary and secondary adult, teen, and child victims of domestic violence, sexual assault, and other serious crimes in both English and Spanish. This position provides survivor-centered, trauma-informed individual and support group counseling to empower individuals and strengthen families. Support groups occur in a variety of venues, including, but not limited to, safe houses, Transitions' offices, external agencies, and other community-based locations as needed. The Bilingual Counselor/Advocate is a mandated reporter of suspected child abuse as defined by Pennsylvania Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This is a full-time position with primarily daytime and early evening hours and this position participates in on-call duties.

General Responsibilities

- Maintain a caseload of counseling/advocacy clients.
- Facilitate support/educational groups for safe house guests as assigned.
- Provide comprehensive individual short-term counseling services and group facilitation with a strengths-based perspective to help clients process, cope, and heal from experiences of violence.
- Provide services for the family, friends, partners, or spouses of those who have been victims of sexual assault, domestic violence, or other crime.
- Provide client-centered crisis intervention, advocacy, and case management, including developing appropriate safety plans with clients to address the variability of victims' needs.
- Provide referrals to other related services as needed.
- Collaborate with staff members about service provision and the establishment of related policies and procedures.

- Complete and maintain required documentation in Efforts to Outcome (ETO) software.
- Attend staff meetings and required training.
- Participate in primary on-call rotation responsibilities.
- Assume responsibility for back up on-call rotations.
- Perform other related duties as assigned, as allowable by funders.
- Adhere to Transitions of PA policies and procedures outlined for the department in the organization's employee handbook.

Qualifications

Required:

- Bachelor's degree in Social Work, Human Services, or a related field, or equivalent experience.
- Knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
- Fluent in both Spanish and English.
- Demonstrated ability to counsel individuals in crisis and skilled in support group facilitation.
- Experienced counselor with knowledge of options available to victims and survivors of domestic violence and sexual assault.
- Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
- Valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
- Act 34, Act 114, and Act 151 clearances.

Signature

Date

Supervisor's Signature

Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.