

Transitions of PA Job Description

Position: Counselor/Advocate
Supervisor: Counseling/Advocacy Coordinator
Classification: Non-exempt

Summary

The Counselor/Advocate provides direct services to primary and secondary adult and child victims of domestic violence, sexual assault, and other serious crimes. The Counselor/Advocate provides victim-centered, trauma-informed supportive and crisis counseling to children, adolescents, and adults both in the safe house and from the surrounding communities. This position will facilitate support groups for victims. The Counselor/Advocate is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours. This position participates in on-call duties.

Responsibilities

1. Maintain a caseload of advocacy/counseling clients.
2. Provide client-centered crisis intervention, advocacy, and case management, including developing appropriate safety plans with clients, to address the variability of victims' needs.
3. Provide comprehensive individual short-term counseling services with a trauma and strengths-based perspective to help clients process, cope, and heal from experiences of violence.
4. Establish empowerment-centered, victim-driven goals with survivors and assist them in the successful timely completion of same.
5. Provide safety planning, crisis intervention, advocacy, case management, and referrals to other related services as needed.
6. Facilitate support/educational groups for safe house guests and other clients.
7. Collaborate with staff members about service provision and establishment of related policies and procedures.
8. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
9. Attend staff meetings and in-service training.
10. Participate in the on-call rotation.
11. Perform other related duties as assigned as allowable by funders.

Qualifications

1. Required: Associate's Degree in Social Work, Human Services, or a related field and/or equivalent experience.
2. Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
3. Must possess excellent communication skills and be computer literate.

4. Must have demonstrated ability to counsel with individuals in crisis and be skilled in support group facilitation.
5. Must be an experienced counselor with knowledge of options available to victims and survivors of domestic violence and sexual assault.
6. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
7. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
8. Must have Act 34, Act 114, and Act 151 clearances.

Signature

Date

Supervisor Signature

Date

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