

Transitions of PA Job Description

Position: Counseling/Advocacy Coordinator
Supervisor: Programs Director
Classification: Non-Exempt

Summary

The Counseling/Advocacy Coordinator coordinates and oversees child and family advocacy, including individual counseling, support group, and therapy. The Coordinator supervises the Counseling Department and coordinates activities of the contracted Therapist. This position also provides support and crisis counseling to children, adolescents, and adults who are victims and survivors of domestic violence, sexual assault, and other serious crimes. The Counseling/Advocacy Coordinator also provides trauma-focused therapy to victims. The Counseling/Advocacy Coordinator 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 back-up on-call duties.

Responsibilities

1. Facilitate counseling/advocacy support services for adult, child, and adolescent victims and survivors of domestic violence, sexual assault, and other serious crimes.
2. Assign, supervise, and review client case management for all forms of counseling and therapy that Transitions provides.
3. Develop relationships and work collaboratively with other agencies to ensure adult and children's unique needs are met.
4. Provide crisis and supportive counseling to adults and children.
5. Provide trauma-focused therapy to adult victims of crime with psychiatric disabilities, behavioral health challenges, and mental illness.
6. Assist in case review regarding parenting issues and other concerns.
7. Develop structured plans for support groups designed to address the needs of adults, children, and teens who have experienced or witnessed domestic violence or dating violence, sexual assault, or abuse. Group plans will be empowerment-focused and build self-esteem and conflict resolution skills.
8. Facilitate support groups, on-site and off-site.
9. Ensure staff is available to interact with children and adolescents in safe house on an informal basis.
10. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
11. Assist Outreach Coordinator in training new staff on volunteers to build counseling skills.
12. Attend meetings and in-service training.
13. Participate in the back-up on-call rotation.
14. Perform other related duties as assigned as allowable by funders.

Qualifications

1. Master’s degree in social work, psychology, public health, or similar degree along with an active license for social work, professional counselor, or Marriage and Family Therapist.
2. Experience providing client-focused, trauma-informed counseling to adults, children, and teens.
3. Demonstrated willingness and desire to assume a varied caseload.
4. Demonstrated skill in supervision.
5. Demonstrated competency with program coordination, including but not limited to training, public speaking, facilitation, collaboration, detailed program planning, and timely implementation.
6. Demonstrated willingness, ability, and desire to establish and maintain effective relationships with clients, the public, and community organizations.
7. Excellent written and verbal communication skills.
8. Excellent attention to detail.
9. Ability to work independently in a deadline-oriented environment.
10. Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, and internet-based programs.
11. Excellent oral and written communication skills.
12. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
13. Must have a valid driver’s license, reliable vehicle, and adequate motor vehicle insurance.
14. Must have Act 34, Act 114, and Act 151 clearances.

Staff Signature

Date

Supervisor Signature

Date

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