

Transitions of PA Job Description

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

Summary

The Campus Counselor/Advocate is responsible for providing client-centered, trauma-informed services to local college and university students who have experienced sexual assault or dating violence. This position will primarily provide direct services to students at Susquehanna University; however, other colleges/universities may request support from this position as well. The Campus 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. Provide client-centered crisis intervention, advocacy, and case management, including developing appropriate safety plans with clients, to address the variability of victims' needs.
2. 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.
3. Establish empowerment-centered, victim-driven goals with survivors and assist them in the successful timely completion of same.
4. Accompany victims as a support person:
 - Throughout all stages of the University's investigation and disciplinary proceedings.
 - When giving reports to or meeting with University Police, local law enforcement, the Title IX Coordinator, and any other University administrator related to a Sexual Misconduct complaint.
 - When going to medical/counseling appointments and treatments (including medical-forensic evidentiary examinations by a Sexual Assault Forensic Examiner.)
 - When going to legal appointments and hearings in court or with legal representatives, including assistance with obtaining a protective order.
5. Assist victims:
 - In seeking reasonable and available interim remedies from the University, even where the victim has elected not to file a complaint. Such reasonable and available interim remedies may include but not be limited to: academic support, adjustments/changes to course schedules, changes to University-based housing and work schedules, and stay away orders issued to the respondent.
 - With other related reasonable and available on and off-campus services that ensure their well-being and safety.
6. Regardless of whether victims wish to remain confidential, carry out the following responsibilities:
 - Ensure victims, with their consent, receive information about 24 hour-a-day sexual violence assistance services, including information on how to report to law enforcement and the University's Title IX Coordinator; emergency medical care,

including follow-up medical care, as requested; and medical forensic or evidentiary examinations.

- Ensure victims, with their consent, receive sexual assault assistance services, including crisis intervention and ongoing counseling; information on victim rights and options, including referrals to additional support services; and information on legal services, and the availability of protection or no-contact orders.
 - Guide those who request assistance through the reporting, counseling, administrative, medical and health, academic accommodation, or legal processes of the University, University Police, and/or local law enforcement.
7. Upon request, accompany to University adjudication proceeding related to the Sexual Misconduct. Assist with arranging transportation services, as appropriate. Maintain privacy and confidentiality;
 8. Serve on Campus-based Sexual Misconduct task force committees/teams to provide general advice and consulting;
 9. Collaborate with staff members about service provision and establishment of related policies and procedures.
 10. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
 11. Attend staff meetings and in-service training.
 12. Participate in the on-call rotation.
 13. Perform other related duties as assigned as allowable by funders.

Qualifications

1. Required: Bachelor’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.

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.