

## **Transitions Job Description**

**Position:** Bilingual Counselor/Advocate  
**Supervisor:** Residential Services Coordinator  
**Classification:** Non-exempt

### **Summary**

The Bilingual Counselor/Advocate provides support services in English and Spanish to primary and secondary adult and child victims of domestic violence, sexual assault, and other serious crimes. The Bilingual Counselor/Advocate provides victim-centered, trauma-informed supportive and crisis counseling to children, adolescents, and adults both in the safe house and via the hotline. This position will facilitate support groups for adult victims residing in the safe house. The Bilingual 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. This position participates in on-call duties. The Bilingual Counselor/Advocate works primarily in the Union County Safe House but may have hours spent in other offices as well as any other location within Transitions' service area where service provision is required.

### **Responsibilities**

1. Promote interpersonal interactions and provide ongoing support for safe house guests.
2. Admit victims of domestic violence and sexual assault to the safe house following established intake procedures.
3. Provide options and resources to victims of domestic violence and sexual assault to encourage economic empowerment.
4. Assist victims of domestic violence and sexual assault with issues surrounding housing, assistance, employment, education, and transportation.
5. Explain and enforce agency safe house guidelines and policies.
6. Facilitate support/education groups for safe house guests.
7. Assist Safe House Manager in developing and implementing structured activities and social programs for safe house guests.
8. Assist Safe House Manager with safe house upkeep and cleaning.
9. In coordination with the Safe House Manager, conduct monthly fire drills and keep necessary logs.
10. In coordination with Safe House Manager and Residential Services Coordinator, annually review evacuation procedures and other safe house procedures to ensure they are up-to-date and effective.
11. Collaborate with staff members about service provision and establishing related policies and procedures.
12. Complete and maintain required documentation in Efforts to Outcome (ETO) software.
13. Respond to hotline calls using established policies and procedures.
14. Oversee the translation of Transitions' client-facing material into Spanish.
15. Provide outreach to churches, housing complexes, and other community hubs to the Spanish-speaking population to promote Transitions' services and resources and help attendees identify their own victimization.
16. Attend meetings and in-service training.
17. Participate in the on-call rotation.
18. 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 fluent in Spanish and English languages, written and oral;
3. Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
4. Must possess excellent communication skills and be computer literate.
5. Must have demonstrated ability to counsel individuals in crisis and be skilled in support group facilitation.
6. Must be familiar with community resources and knowledgeable about options available to victims and survivors of domestic violence and sexual assault.
7. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
8. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
9. 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, RESONSIBILITIES, AND WORK SCHEDULES AS NEEDED,