

**A WOMAN'S PLACE (AWP)
POSITION DESCRIPTION**

Title: Community Counseling Advocate

Department: Supportive Services

Employment Status: Full-Time

Wage and Hour Status: Non-Exempt

Purpose of Position: To provide empowerment counseling and support to survivors of domestic violence who disclose abuse in hospital and/or clinical, residential or community settings.

Reporting Relationships: Reports to the Counseling Program Manager.

Other Relationships: Community and County agencies, Medical Professionals, AWP staff, volunteers, and community partners/resources.

Essential Functions/Responsibilities:

1. Provide crisis and empowerment counseling to survivors of domestic violence that support the Values, Vision and Mission statements of the agency.
2. Working with individuals to create change in their lives, which supports ending gender oppression and interpersonal violence.
3. Provide a supportive trauma-informed environment to engage in mutual dialogue that allows the survivor to learn, grow and develop new knowledge and insights.
4. Provide services and resources to survivors of domestic violence that provide empowerment counseling services to both individuals and groups that have a centralized focus on survivor safety, well-being and autonomy.
5. Provide education about trauma and domestic violence while providing support to client in safety planning, goal setting, exploring options, and providing resources/referrals. Determine appropriate continued support plans for clients when additional trauma-focused support is needed.
6. Incorporate trauma related injuries and education into the information provided to survivors of domestic violence.
7. Develop and maintain relationships with collaborative community partners and resources to better serve survivors of domestic violence.
8. Assist domestic violence survivors referred by medical settings with aftercare needs, including providing on call support to medical referrals.
9. Daily data entry in order to maintain accurate statistical databases.
10. Provide services remotely through phone or telehealth counseling options as needed.
11. Assist with donations and pantry management as needed.

Criteria/Requirements:

1. Commitment to AWP's Values, Mission and Vision statements.
2. Adherence to the Personnel Policies of AWP
3. Successful completion of Domestic Violence Direct Service Training course and continuing educational requirements.
4. Honesty and trustworthiness in all relationships.
5. Excellent and effective written and oral communication skills.
6. Ability to work independently as well as in a team setting.
7. Emotionally resilient and able to withstand pressure on an on-going basis.

8. Adapts readily to changing work environments, work priorities and organizational needs.
9. Reliable Transportation

Education:

- Bachelor's Degree in a related field and/or
- 2 years of related work experience
- Bilingual in both written and orally preferred but not required
- Knowledge of trauma-informed care and basic counseling and case management skills

License/Certifications:

1. 3/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

Physical Demands/Environmental Conditions:

1. Operation of office equipment
2. Routine travel
3. Willingness and ability to work varied hours, including nights and weekends a month
4. Exposure to cleaning supplies, office chemicals and insecticides.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision-making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

INCLUSION STATEMENT

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, etc. Services, programs, and resources provided by AWP are available to people of any background and identity. AWP

recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, AWP is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma informed, survivor-centered advocacy
- Rejecting attitudes, social norms and policies that reinforce oppression, powerlessness, and victimization