

A WOMAN'S PLACE POSITION DESCRIPTION

Title: Community Counseling Advocate

Department: Client Services

Employment Status: Full-Time

Wage and Hour Status: Exempt

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.

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.

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 Community Counseling Coordinator.

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. Commitment to ethical guidelines and behavior in all settings.
6. Excellent and effective written and oral communication skills.
7. Ability to make independent decisions and solve complex problems.
8. Ability to work independently as well as in a team setting.
9. Emotionally resilient and able to withstand pressure on an on-going basis.
10. Deals with difficult situations while maintaining quality of services.
11. Adapts readily to changing work environments, work priorities and organizational needs.
12. 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

Characteristics:

1. Treats all people with respect, values diverse populations and cultures.
2. Self-motivated and able to work independently.
3. Demonstrated degree of initiative and creativity.
4. Must be flexible and have the ability to multi task.
5. Anticipates problems and seeks resolutions.
6. Ability to prioritize tasks and requests and work in a confidential setting.
7. Reliable, personally responsible and trustworthy.
8. Willingness to work varied hours including some weekends and evenings.
9. Data Entry Skills.
10. Microsoft Office, Outlook and Excel Proficient.

JOB DIMENSIONS:

Assignment and Approval of Work:

The Community Counseling Advocate receives direction and supervision from the Community Counseling Coordinator.

Financial Responsibility:

1. Estimate and request prior approval from supervisor for any expenses that will be incurred.
2. Accurate and routine reporting of mileage and travel expenses.

Data Reporting:

1. Daily, accurate recording of all client data into necessary databases.

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.