Job Description
Legal/Counselor Advocate
Job Posting
Please send resumes and cover letter to Britni Harris at
bharris@laurel-house.org by 11/24/2017

Position Summary

The Legal Advocate/ Counselor Advocate addresses the special needs and the legal needs of adult survivors of domestic violence and their children who are seeking information, and/or who are in shelter.
This position also represents Laurel House in the community by participating in community committee work, as requested to, and/or as agreed upon, by the Executive Director or Senior Directors.

Hours: The hours of this position are based 40 hours per week. These hours will need to be flexible. Full-time, Hourly, Non-exempt

Responsibilities:

1. Provides hotline callers with crisis and supportive counseling, information and referrals, and assistance with safety planning.
2. Screens and admits hotline callers seeking shelter for domestic violence, properly documenting relevant information.
3. Orients new residents to communal living and shelter life; sees that paperwork to be completed and/or signed by residents is done so properly.
4. Conducts short intakes of women in shelter, properly documenting each.
5. Provides women in shelter with one-on-one supportive/options counseling in such areas as goal planning, domestic violence education, safety planning, etc.
6. Assisting residents in working towards their goals by providing them with information on available resources and services; for example, housing, finances, health care, etc., and properly documenting each meeting.
7. Facilitates house meetings (as applicable).
8. Facilitates process by which women exit the shelter, including checking rooms for readiness for the next woman and conducting exit interviews.
9. Communicates/reviews each woman's activities at every shift change.
10. Takes responsibility for the security of the shelter, its contents and the well-being of the women and their children.
11. Conducts long intake with in 48 hours of admission (or delegates to another counselor).
12. Ensures that resident service plan is updated and signed by resident on a weekly basis.
13. Some Fiscal, Community Outreach and general agency responsibilities.

Counselor Advocate/Legal Advocate

14. Works with counseling department and shelter manager to plan and oversee programming for daily resident group meetings.
15. Ensures that all daily tasks get completed- all resident chores are completed by residents or staff.
16. Keeps office space clean, organized, and clutter free.
17. Completes paperwork and client work dependent on request from full-time counselor advocates.
18. Conducts legal assessments of each shelter resident.
19. Provides residents with one-on-one legal advocacy/legal options counseling in such areas as PFA filing, custody issues, crime victims compensation eligibility, etc.
20. Ensures that every resident has been given the legal packet and all women are provided with information regarding Crime Victims Comp.
21. Other duties as assigned.

Required Skills and Experience:
1. PCADV approved domestic violence training certificate (may be completed upon hire)
2. CPR/First Aide (may be completed upon hire)
3. Criminal check and child abuse clearances will be required
4. BA/BS in human services field or High School diploma with related experience
5. Computer competency in Microsoft Word, Excel and Outlook is preferred

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, marital status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**