



**Position Posting**  
**Advocate/Case Manager for Nicole's Place**  
**(Part-Time)**

**Position Summary**

This position provides crisis counseling, supportive service, and advocacy and case management to adults who have experienced domestic violence. Services will be provided out of Nicole's Place, Laurel House's satellite office in Huntingdon Valley.

This position also represents Laurel House in the community by participating in community activities, as requested to, and/or as agreed upon, by manager.

**Reporting and Supervisory Relationships**

Reports to: Nicole's Place Manager

Benefits: As outlined in the Laurel House Personnel Manual

Status: Part Time, Hourly, Non-Exempt

**Hours**

This position is part-time, Wednesday-Saturday 10am to 6pm (32 hours per week). The times of day and hours may vary, in accordance with the need.

**Responsibilities**

1. Provide, or ensure provision of: crisis and safety counseling to victims of domestic violence who come to, or call, Nicole's Place seeking safety and support; follow up calls to provide information and/or offer services and referrals;
2. Provide case management, as needed, to victims referred to Nicole's Place;
3. Assist victims with completion of Victim Compensation forms, as needed;
4. In coordination with staff provide systems advocacy to police departments, district judges, medical personnel and other victim service agencies in the eastern part of the county;
5. Work with manager to determine and develop additional services to meet community needs;
6. Work with other Laurel House staff members, as well as community organizations, to develop an understanding of services available and system for making cross-referrals;
7. Serve as a representative for Laurel House in developing /sustaining contacts with those in the immediate community, so that they will view the agency as a resource for supporting those impacted by domestic violence as well as a resource for training about domestic violence;
8. When appropriate, manage incoming donations and communicate donor information to the appropriate person; generate donor acknowledgements when appropriate;
9. Keep statistical information and ensure accurate recordkeeping;
10. As needed, assist Manager to ensure that Nicole's Place is adequately staffed with employees and/or volunteers during all hours of operation, as well as after-hours;
11. Other duties as assigned by supervisor.

**Required Skills and Experience:**

1. Bachelor's in Social Work, or related field
2. Case management experience, preferred
3. 40-hour Domestic Violence Training Certificate (may be obtained through Laurel House upon hire)
4. Ability to work independently with minimal supervision, coupled with the ability to take direction and seek supervision when needed
5. Computer skills, strong verbal and written communication skills
6. Criminal Check/FBI/Child Abuse clearance (maybe be obtained upon hire)
7. Knowledge on the effects of domestic violence on the victims, her/his family and the community – or the willingness to learn upon hire
8. Ability to work with individuals of diverse cultural background and beliefs
9. Ability to problem solve
10. Ability to multi-task
11. Must have use of vehicle, valid Pennsylvania Driver's License and automobile insurance
12. Ability to lift a minimum of 25 lbs.

**Please submit resume and cover letter to Tina Quinci, Senior Director at [tquinci@laurel-house.org](mailto:tquinci@laurel-house.org).  
Position will remain open until filled.**

**AA/EOE**