



POSITION POSTING

Part Time

Counselor Advocate

Spanish/English Highly Preferred

Hours: Hours vary based on need across three shifts.

Duties:

- Provide support and services to survivors of domestic violence within a short term emergency shelter situation
- Provide telephone support, information and referrals to all hotline callers
- Provide group facilitation
- Greet donors
- Organizing and putting away donations
- Ensure all direct service activities are completed for all residents

Requirements:

- Associates required Bachelor's Degree preferred
- 2 years of residential experience or other relevant experience, required
- Professional verbal and written communication skills, both on the phone and in person
- Highly organized and detail oriented
- Proficient in all Microsoft Office skills (Word, Excel, Publisher, etc.)
- Must be dependable, flexible and able to manage diverse responsibilities each day
- Bi-lingual English/Spanish preferred
- Required to lift 40 pounds
- Must be able to pass criminal background check/child abuse clearances

Resume and Cover Letter to Britni Harris, Shelter Manager via inner office mail, or via email at: bharris@laurel-house.org

AA/EOE