



Job Description
Counselor Advocate part-time
Spanish/English a plus

Send resume and cover letter to bharris@laurel-house.org

Position Summary

This position provides counseling, supportive services and advocacy to residents in the Laurel House shelter who have experienced domestic violence.

Hours: Required flexibility-Overnight, 3-11, weekends

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 within 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 and Community Outreach Responsibilities.
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 resident 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. 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

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.

