Job Description
Bi-Lingual (Spanish-English)
Counselor Advocate Relief/Part-time

Position Summary

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

Reporting and Supervisory Relationships

Reports to: Shelter Manager
Supervisory responsibilities: None
Benefits: None: as outlined in the Laurel House Personnel Manual for Part Time/Relief Staff
Status: part-time, hourly, non-exempt

Hours: The hours of this position are varied, depending on the need. Position requires flexibility with most shifts being overnights (11pm-7am), and second shift on weekdays and weekends (3pm to 11pm).

Responsibilities:

1. Provides hotline callers with crisis and supportive counseling, information and referrals, and assistance with safety planning.
2. Screen and admit hotline callers seeking shelter for domestic violence, properly document necessary information.
3. Orient new residents to communal living and shelter life; ensure that paperwork is completed and/or signed by residents when necessary.
4. Conduct short intakes of women in shelter, properly documenting each.
5. Provide women in shelter with one-on-one supportive/options counseling in such areas as goal planning, domestic violence education, safety planning, etc.
6. Assist 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. Facilitate house meetings (as applicable).
8. Facilitate process by which women exit the shelter, including conducting exit interviews and preparing empty rooms for the next resident.
9. Communicate/review 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.
Counselor Advocate – Relief/Part-Time

11. Conduct long intake within 48 hours of admission (or delegate 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. Work with the counseling department and shelter manager to plan and oversee programming for daily resident group meetings.
15. Assist with childcare within the shelter, when requested.
16. Ensure that all daily tasks get completed- all resident chores are completed by resident or staff.
17. Keep office space clean, organized, and clutter free.
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. Background checks will be required (State Police, Child Abuse and FBI Fingerprints)
4. BA/BS in human services field or High School diploma with related experience
5. Computer competency in Microsoft Word, Excel and Outlook
6. Must be able to lift up to 40 lbs.

**If interested, please send resume and cover letter to fcannon@laurel-house.org**