Counselor Advocate Full Time

Job Description
Counselor Advocate
(Full-time)

Position Summary

This position provides counseling, supportive services and advocacy to adults and their children who have experienced domestic violence. Services are typically provided within a housing setting.

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 and or Director of Shelter and Housing.

Reporting and Supervisory Relationships

Reports to: Shelter Manager
Supervisory responsibilities: none
Benefits as outlined in the Laurel House Employee Handbook for full-time staff members
Status: Full-time, Hourly, Non-Exempt

Hours: The hours of this position are based on 40 hours per week. Availability must be flexible to accommodate occasional schedule changes.

Responsibilities:

1. Provides individual empowerment counseling and advocacy to clients within our safe house
2. Provides hotline callers with crisis and supportive counseling, information and referrals, and assistance with safety planning
3. Screens and admits hotline callers seeking shelter for domestic violence documenting required information
4. Orient new residents to communal living and shelter life; ensures that paperwork is completed and/or signed by residents correctly
5. Conducts intakes of women in shelter, properly documenting each
6. Provides women in shelter with one-on-one supportive/options counseling in such areas as goal planning, domestic violence education, safety planning, etc., assisting them in working towards their goals by providing them with information on available resources

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and services; for example, housing, finances, health care, legal etc., and properly documenting each meeting
7. Facilitates process by which women exit the shelter, including checking rooms for readiness for the next woman and conducting exit interviews (when possible)
8. Communicates/reviews each woman’s activities at every shift change
9. Takes responsibility for the security of the shelter, its contents and the well-being of the women and their children
10. Conducts long intake within 48 hours of admission (or delegates to another counselor)
11. Ensures that each resident service plan is updated and signed by resident on a weekly basis
12. Some fiscal and community outreach responsibilities
13. Works with counseling department and shelter manager to plan and oversee programming for daily resident group meetings
14. Responsible for the overall appearance of the shelter including office space
15. Responsible for greeting donors and ensuring donation paperwork is complete
16. Responsible for organizing and putting away donations
17. Provides residents with one-on-one legal advocacy/legal options counseling in areas such as PFA filing, custody issues, crime victims compensation eligibility, etc.
18. Ensures that every resident has been given the legal packet and all women are provided with information regarding Crime Victims Compensation
19. Ensures that all daily tasks get completed- all resident chores are completed by resident or staff
20. Other duties as assigned.

Required Skills and Experience:

1. Bachelor’s Degree required in Psychology, Social Work, Counseling, or related field
2. Proficient Microsoft Office 365: Word, Excel, PowerPoint
3. **Bilingual Spanish Preferred**
2. CPR/First Aid (may be completed upon hire)
3. Background Clearances required (State Police, Child Abuse and FBI Fingerprints)
5. PCADV approved domestic violence training certificate (may be completed upon hire)
6. 2 years residential and/or experience working with domestic violence survivors
7. Must be able to lift up to 40lbs.

If interested, please submit a cover letter and resume to Krista Mitchell, Shelter Manager at kmitchell@laurel-house.org. Position will be posted until filled.