



POSITION DESCRIPTION

POSITION: FAMILY COUNSELOR/ADVOCATE
SALARY LEVEL: Dependent Upon Levels of Experience
BENEFITS: None
REPORTS TO: OUTREACH CENTER MANAGER
DESIGNATION: Part Time
HOURS: 24 Hours/Week, Schedule varies with need.

POSITION SUMMARY: Provides emotional, sensitive, and intellectual counseling for clients. Also monitors center for safety, security and cleanliness.

DUTIES AND RESPONSIBILITIES

- Provides crisis intervention counseling as needed.
- Facilitates support and educational groups.
- Maintains appropriate documentation for all services provided.
- Files child abuse reports as mandated.
- Admits, processes and orients new clients utilizing intake procedures.
- Answers phone calls and gives appropriate referrals.
- Responsible for ensuring the cleanliness, orderliness, safety and sanitation of the center through supervision of clients.
- Maintenance of clean offices, restrooms, and all agency facilities as needed.
- Provides and/or arranges transportation as needed.
- Monitors client adherence to all agency procedures and program rules.
- Distributes clothing, personal items and household items to clients as needed.
- Assists with making new client files and making copies of all forms.
- Follow and implement security procedures.
- Additional duties and special projects may be assigned as necessary.

MINIMUM QUALIFICATIONS

1. College degree or equivalent experience.
2. One-year experience in counseling skills.
3. Certification in the 40-hour domestic violence victim services training required by the State of California, or must complete within 3 months of employment.
4. Bilingual required: English/Spanish.
5. Good written and oral communications skills.
6. Possess basic computer knowledge and skills.
7. Ability to work as a team member and have good interpersonal skills.
8. Able to work flexible hours.
9. Sensitivity to children's issues and victim's needs.
10. Able to work independently with minimal supervision.
11. Personal telephone required.
12. Ability to provide client transportation if needed.

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13. Vehicle required with valid CA driver's license and auto liability insurance.
14. Has not been a resident of Su Casa or any other DV shelter nor been in a domestic violent relationship for at least the past twelve months.
15. Clear state and FBI criminal background check.

Submit resume with cover letter and salary requirement to

To: Su Casa ~ Ending Domestic Violence

Attn: Edith Matthews

Fax: 562.421.8117

Email: info@sucasadv.org

Subject: Counselor Advocate 2OC008

This job description is not intended to be all-inclusive. Su Casa ~ Ending Domestic Violence reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE INFORMATION: To comply with the Americans with Disabilities Act and other applicable laws insuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job related consideration exists.