

The Women's Center, Inc. of Columbia/Montour

Announces the Following Open Position:

First Shift Full Time Shelter Advocate

Starting at \$14 per hour

This position is full time, defined as 40 hours per week, non-exempt position. Every other weekend and some holidays required. Duties include: Staff crisis hotline, which primarily includes crisis counseling for sexual assault and domestic violence issues, provides information and referrals and appropriate personal supplies, provide group counseling, assess resident needs through regular supportive interactions, conduct individual counseling, enforce house rules, admit and orient residents to shelter including distribution and review of shelter packet and completion of exit forms, and ensure general housekeeping of the Shelter. On-call coverage required.

Qualifications

1. Must have one of the following:
 - a. BS in Social Welfare, Psychology, Social Services, or related field.
 - b. Associate Degree related field plus two years' relevant experience.
 - c. Four years' experience in related field.
2. Strong counseling skills.
3. Ability to communicate effectively with individuals and in a group setting.
4. Flexibility and strong organizational skills.
5. Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check.
6. A valid PA drivers license.
7. Successful completion of The Women's Center of Columbia/Montour, Inc. counseling/advocacy training within ninety days of employment.

Letters of intent and resumes should be directed to:

Attention: Director of Human Resources
The Women's Center, Inc. of Columbia/Montour
111 N. Market St.
Bloomsburg, PA 17815

Applications will be accepted until the position is filled.

The Women's Center, Inc. is an E.O.E.

Survivors of domestic and/or sexual violence are encouraged to apply.