Position Description
The Women's Center, Inc. of Columbia/Montour
Sexual Violence Counselor/Advocate

Starting at $15.30 per hour

Job Summary:
This position is a full time, defined as 40 hours per week, non-exempt position. The primary duties are to provide counseling and crisis intervention for adult and child victims of sexual violence, provide counseling and support for shelter residents, conduct shelter orientation and exit procedures, and provide regular supportive interaction with shelter residents. In addition, the Sexual Violence Counselor/Advocate is responsible for providing back up for the crisis hotline as required. Second shift hours may be required as needed. Shift differential applies to second shift hours. Weekend hours and some holiday hours required. On-call duties required. This is a non-supervisory position.

Duties/Responsibilities:

- Provide long and short term counseling for adult and child sexual violence victim/survivors.
- Staff crisis hotline, which primarily includes crisis counseling for sexual assault and domestic violence issues. Also provides information and referrals for hotline.
- Assess resident needs through regular supportive interaction with them.
- Provide empowerment counseling to residents on a regular and as needed basis, with priority given to sexual violence and/or dual victimization residents.
- Enforce house rules be encouraging a cooperative attitude among residents.
- Address resident needs by providing them with adequate personal supplies.
- Admit and orient residents to shelter including distribution and review of shelter packet and completion of exit forms when residents leave shelter.
- Ensure the general housekeeping of the shelter.
- Conduct individual counseling with shelter residents when needed with priority given to sexual violence and/or dual victimization residents.
- Facilitate sexual violence specific support groups.
- Develop goal plans for participants and review progress with participant on a weekly basis
- Follow general shelter procedures including room checks, security walk through, fire drills, pest prevention, etc.
- Initiate and complete, in a timely manner, all client related documentation.
- Participate in the on call system including response to crisis calls and the provision of accompaniment as required.
- Attend all required in-service, supervisory, and staff meetings as assigned.
- Carry out the duties of the position in a professional manner.
- Contribute to a positive work environment.
- Any other related duties assigned by their supervisor.

Education/Experience/Skills:

- High School Diploma or GED is required.
- One-year training and/or work experience in social services preferred.
- Ability to communicate effectively and be organized and flexible.
- Successful completion of the agencies' direct service training within ninety days of employment.
- Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check
- A valid Pennsylvania driver's license.

Additionally, this position requires the ability to remain calm and professional in a crisis and to relate to participants, staff, volunteers and Board Members with empathy and confidentiality. A commitment to working with victims/survivors, a dedication to the feminist model empowerment counseling, as well as a solid understanding of the issues involved in domestic violence and sexual assault must be demonstrated. This position requires the ability to work with people of diverse backgrounds and the ability to handle multiple tasks. A nonjudgmental attitude is required.