



Job Posting for evening and weekend hours. Please respond to the Shelter Manager at [efortson@laurel-house.org](mailto:efortson@laurel-house.org) by November 28, 2011. Spanish/bilingual speaking preferred.

## **Job Description**

### **Counselor Advocate part-time**

#### **Position Summary**

This position provides counseling, supportive services and advocacy to residents in the Laurel House shelter who have experienced domestic violence. This position also assists with advocacy and support for Spanish speaking (non-English speaking) shelter residents (and, at times, for other LH service recipients who are not in shelter) as needed.

Status: part-time, hourly, non-exempt

**Hours:** evening-weekend-overnights

#### **Responsibilities:**

Provides hotline callers with crisis and supportive counseling, information and referrals, and assistance with safety planning. Screens and admits hotline callers seeking shelter for domestic violence, properly documenting relevant information. Orients new residents to communal living and shelter life; sees that paperwork to be completed and/or signed by residents is done so properly. Provides women in shelter with one-on-one supportive/options counseling in such areas as goal planning, domestic violence education, safety planning, etc. Assisting 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.

#### **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. Criminal check and child abuse clearances will be required
4. BA/BS in human services field or High School diploma with related experience
5. Computer competency in Microsoft Word, Excel and Outlook is preferred

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, martial status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**