

THE WOMEN'S CENTER
JOB DESCRIPTION

Job Title: Domestic Violence Counselor - Shelter

POSITION: Full -time, 40 Hours, Sun – Thurs 1:30pm – 10pm Some weekends required.

CLASSIFICATION: Nonexempt

DEPARTMENT: Shelter

REPORTS TO: Director of Shelter

SALARY GRADE/LEVEL/RANGE:

JOB DESCRIPTION

The mission of The Women's Center is to provide safety, shelter and support to empower all impacted by domestic abuse, sexual violence, child abuse and trafficking..

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to provide counseling and supportive services and serve as an advocate to adult victims of domestic violence residing in the emergency shelter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify primary areas of support, referrals, and advocacy with adult clients entering shelter.
- Provide emotional support and assistance to clients, individually or in group sessions, to assist in overcoming interpersonal abuse, adjusting to life, or making changes.
- Guide clients in the development of skills or coping strategies.
- Provide crisis intervention, advocacy, and community referrals for clients.
- Maintain confidentiality of records relating to clients.
- Assess clients for risk of suicide attempts.
- Facilitate support groups for adults residing in the shelter.
- Advocate for clients with legal, medical and other community systems.
- Provide support and assistance for callers using the hotline.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Ensure the completion of client-related paperwork, progress notes, and statistical reports in accordance with company procedures.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.
- Maintain respect and confidentiality of all clients using services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Knowledge of domestic violence and sexual assault/abuse, as well as child abuse and neglect.
- Experience working with trauma survivors.
- Strong counseling/crisis intervention skills, including group facilitations skills.
- Excellent communication and public speaking skills, Written and oral – talking and writing effectively in order to convey information appropriately to needs of the audience.
- Proficient with Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Sensitivity to the effects of trauma on survivors.
- -Ability and willingness to work both individually and as part of a team with other staff in provision of services to residents.
- Active listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Time Management —Manage one's own time and the time of others.
- Service Orientation —Actively look for ways to help people
- Coordination —adjusting actions in relation to others' actions
- Critical Thinking Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making —Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring —Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

EDUCATION/EXPERIENCE:

- Master's Degree in Social Work, Counseling, or other related degree required.
- 2-3 years of experience working with DV/ SA populations preferred.

LANGUAGE SKILLS: Ability to read, write and comprehend English. Bilingual – Spanish/English speaker preferred.

REASONING ABILITY: Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current Wisconsin State professional license, in good standing
- Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a moderately active role, moving about the shelter floor to assist residents. Some filing is required.
- This would require the ability to lift up to 25 pounds.
- Requires movement up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- The employee may perform some work-related travel.
- Works predominantly indoors, but may need to go between different buildings.
- The noise level in the work environment is usually moderate.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: