



JOB DESCRIPTION

HPOP COUNSELOR/ADVOCATE

FUNCTION:	To provide comprehensive domestic violence services to a wide range of clients, including community residents who self-refer, clients of other social service programs, and women transitioning out of shelter. The Counselor/Advocate will network with area service providers and participate in organizing efforts around domestic violence within the Humboldt Park area and surrounding communities.
FT/PT:	Full-time
CLASSIFICATION:	Exempt
REPORTS TO:	HPOP Coordinator/Family Trauma Therapist
SALARY RANGE:	\$36,000 - \$40,000

Responsibilities:

1. Provide comprehensive domestic violence services to clients of CAWC's Humboldt Park Outreach Program (HPOP). Services may include the following: crisis intervention; emotional support; needs assessments; development of service plans; counseling; information and referral; and legal and systems advocacy.
2. Work collaboratively with other direct service providers to meet clients' needs and goals.
3. Coordinate with other CAWC Counselor/Advocates to ensure continuity and quality of client service.
4. Complete client and program-related records to document eligibility and service provision for a variety of data needs and funder requirements; oversee assigned client records to ensure completeness; enter monthly client data into InfoNet database; and complete program reports as required.
5. Participate in volunteer/staff trainings, as well as public education and outreach upon request.
6. Other responsibilities as assigned.

Qualifications:

Required:

1. Bachelor's degree in social services (or related field) or minimum two years' experience working with survivors and/or children, preferably in a DV shelter or walk-in program.
2. Dedication to empowerment of women and children, as well as a commitment to and understanding of anti-oppression and social justice work.
3. Capacity to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, religious belief, mental/physical ability, and socioeconomic status.
4. Strong assessment and counseling skills, with a focus on trauma-informed service provision.
5. Excellent interpersonal and communication skills (written and verbal).



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6. Demonstrated ability to work independently and cooperatively.
7. Proficiency in MS Office applications including Word, Excel, PowerPoint, and Outlook.
8. Availability to work a flexible schedule that may include evenings, nights and weekends.
9. Bilingual Spanish/English.

Highly Preferred:

1. Familiarity with community resources.
2. Crisis intervention experience.
3. Knowledge of domestic violence, including completion of 40-hour domestic violence training at an ICDVP-approved site.