



JOB DESCRIPTION

Medical (HCIP) COUNSELOR/ADVOCATE

FUNCTION: Counselor/Advocates work as a team at Provident Hospital of Cook County to provide comprehensive direct services to victims of domestic violence served by Connections for Abused Women and their Children. They provide a range of crisis intervention and advocacy services to domestic violence victims through CAWC's Hospital Crisis Intervention Program (HCIP).

FT/PT: Full-time

CLASSIFICATION: Exempt

REPORTS TO: HCIP Coordinator

SUPERVISES: N/A

Responsibilities:

1. Provide counseling, crisis intervention, advocacy, IDVA advocacy, information, referrals, and emotional support to HCIP clients.
2. Share shift coverage responsibilities as scheduled. This includes answering business and hotline calls, completing telephone and in-person intakes for services, responding to client requests, providing direct service to HCIP clients, responding to emergencies, and working collaboratively with HCIP and hospital staff.
3. Develop plans for on-going services and network with other direct service providers to meet client needs.
4. Coordinate with other Counselor/Advocates to ensure continuity and quality of client service.
5. 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.
6. Provide trainings for healthcare professionals throughout the Provident campus as it relates to best practices in domestic violence screening and intervention in a health care setting.
7. Represent CAWC at various community outreach and education events, as appropriate.
8. Other responsibilities as assigned.

Qualifications:

1. Bachelor's degree in social services or minimum two years' experience working with adult survivors of domestic violence and/or children.



JOB DESCRIPTION

Medical (HCIP) COUNSELOR/ADVOCATE

2. Dedication to empowerment of domestic violence survivors 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 ages, languages, races, ethnicities, sexual orientation, religious beliefs, mental/physical abilities, 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).
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 including some evenings, nights, weekends and holidays.
9. Helpful: Bilingual/bicultural; familiarity with community resources; crisis intervention experience; public speaking experience; completion of 40-Hour Domestic Violence Training at an ICDVP-approved site.