



## **JOB DESCRIPTION**

*Bilingual Domestic Violence Counselor/Advocate*

*Greenfield, 35 hrs/week*

The Bilingual Domestic Violence Counselor/Advocate provides support, crisis and short-term counseling, and advocacy for individuals and families affected by domestic violence, and must be able to provide services fluently in both English and Spanish. This advocate is a member of NELCWIT's crisis line and counseling teams, and is supervised by NELCWIT's Director of Counseling. The primary responsibility of this position is to reach more Latino and other Spanish-speaking families with prevention, intervention, and recovery services.

### **Primary Responsibilities:**

- Provide crisis intervention and short-term counseling for individuals who are victims of domestic violence.
- Provide individual and group counseling, advocacy, and support for individuals and families who have experienced domestic violence.
- Provide in-person crisis support for individuals seeking immediate assistance (walk-ins).
- Provide information and referrals to walk-in individuals/clients, including NELCWIT programs, and community services.
- Attend individual supervision meetings on a weekly basis and group supervision on a bi-weekly basis.
- Provide hotline coverage during assigned shifts.
- Provide housing, welfare, and other advocacy to clients as needed.
- Participate in hotline team meetings, exchanging peer support and feedback.
- Update resource and referral information.
- Maintain daily contact log, confidential files, and agency records.
- Track and collect data for hotline on a weekly basis.
- Assist in training new staff when appropriate.
- Complete all paperwork as required by agency and funding sources.
- Additional tasks consistent with job description as assigned by supervisor.

### **Other responsibilities:**

- Maintain case records and other data required by the agency.
- Attend one hour of counseling supervision every other week with supervisor and attend group supervision weekly.
- Attend other staff meetings as assigned by supervisor.



NELCWIT does not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, or identification with any other class of individuals protected from discrimination under state or federal law with respect to employment, volunteer participation, and the provisions of services.

**Skills required:**

- Thorough understanding of the dynamics of domestic violence.
- Ability to engage in safety-planning with victims and assess a caller's level of danger.
- English/ Spanish bilingual required.
- Basic computer literacy.

**Qualifications:**

- An Associate's degree or higher in a relevant discipline and/or relevant life and work experience.
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community.
- Commitment to social change through active participation in undoing racism, classism, homophobia, ableism, ageism and all oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.
- Commitment to ending violence.

*Union position, 35 hours per week, Monday through Friday, 9:00-4:00, with some flexibility. Full benefits consistent with Union contract, including generous health insurance and benefit time.*

**NELCWIT is an equal opportunity provider and employer.**

**People of diverse backgrounds are encouraged to apply.**

**AA/EOE/ADA**

**NELCWIT accepts applications by email (preferred) or mail.** Please send a cover letter and resumé that outline your qualifications to:

**Email:** [jobs@nelcwit.org](mailto:jobs@nelcwit.org) (Please write the position title in the subject line)

--OR--

**NELCWIT**

Bilingual Counselor/Advocate Hiring Committee

PO Box 520, Greenfield, MA 01302



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