



479 Main Street, PO Box 520, Greenfield MA 01302 (413) 772-0871 fax (413) 772-2743

## **JOB DESCRIPTION**

### *Domestic & Sexual Violence Counselor/Advocate Greenfield, 35 hrs/week*

The Domestic Violence Counselor/Advocate provides support, crisis and short-term counseling, and advocacy for individuals and families affected by domestic violence. This advocate is a member of NELCWIT's crisis-line and counseling teams, and is supervised by NELCWIT's Director of Counseling and Management Team. The primary responsibility of this position is to reach survivors with prevention, intervention, and recovery services.

#### Primary Responsibilities:

- Provide crisis intervention and short-term counseling and advocacy for survivors of domestic and dating violence, sexual assault, and stalking.
- Provide individual and group counseling, advocacy, and support for individuals and families who have experienced domestic and dating violence, sexual assault, and stalking.
- Develop and update materials and work on projects, outreach, and initiatives that improve or enhance the quality of services for survivors.
- Provide crisis counseling, advocacy, and support for survivors of domestic and dating violence, sexual assault, and stalking who walk in (without appointments) for crisis intervention, as well on the crisis-line.
- Provide information and referrals to walk in individuals/clients, including NELCWIT programs, and community services.
- Attend weekly staff meetings, weekly clinical supervision, weekly group supervision, monthly Anti-racism Meetings, and caucusing as applicable.
- Provide housing, systems', and other advocacy to clients as needed.
- Complete all paperwork and computer data entry in a timely manner and in compliance with agency requirements, including case records, data required by agency, and Empowerdb data entry.
- Assist in training new staff as appropriate and assist in annual updates to the Resource & Referral Guide.
- All other job responsibilities consistent with job description and designated by supervisor.



Partner Agency

NELCWIT does not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity or expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, or 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.
- Basic computer literacy, including Microsoft Word, Google Drive, and email; willingness to learn and use data entry programs.
- Knowledge of Franklin County and North Quabbin area and resources.

### Qualifications:

- English/Spanish bilingual preferred.
- Domestic violence and rape crisis training, or ability to take 50-hour training. Training time is paid.
- Associate's degree or higher in a relevant discipline and/or relevant work/life experience related to domestic and sexual violence preferred.
- Comprehensive understanding of survivor trauma and the dynamics of domestic violence and sexual assault, dating violence, and stalking; ability to assess caller's level of danger and engage in safety-planning.
- Ability to handle work-related stress and crisis associated with client service delivery in a calm, professional, and composed manner.
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and the community, and to maintain confidentiality.
- Commitment to ending violence and promoting social change by actively fighting racism, classism, homophobia, transphobia, ableism, ageism, and all other forms of oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.

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 Counselor/Advocate Hiring Committee

PO Box 520, Greenfield, MA 01302