



POSITION DESCRIPTION

POSITION:	COUNSELOR/ADVOCATE – AS NEEDED/ RELIEF
DEPARTMENT:	Emergency Shelter
REPORTS TO:	Shelter Supervisor
PAY RANGE:	Hourly, DOE
DESIGNATION:	Part Time; Non- exempt
HOURS:	Vary depending on need (mostly evening, weekend and overnight shifts)
HOW TO APPLY:	Email resume and cover letter to Jenniferh@sucasadv.org

POSITION SUMMARY: Supports the healing and well-being of residents by providing counseling and case management; ensures the safety, security and cleanliness of the shelter facilities.

DUTIES AND RESPONSIBILITIES

Hotline Crisis Calls: Provides crisis intervention counseling, safety assessments, completes shelter intakes, and/or provides appropriate referrals.

Shelter Residents: Provides, as needed, crisis counseling and case management support. Conducts exits of clients, if needed.

Documentation: By the end of each shift completes required case notes for all services provided and completes intake paperwork for incoming residents.

Shelter Maintenance: Cleans and organizes offices, staff restrooms, staff kitchen and storage units as follows: Clothing Donations - Washes and sorts clothing by size/age/gender, Food Donations - puts away and sorts food by expiration date, and Toys & Misc. Donations - puts away items and organize by age/group.

SECONDARY ROLES AND RESPONSIBILITIES

- Attends mandatory agency meetings and site specific meetings and trainings.
- Arranges for residents' transportation as needed and provides emergency transportation, if needed.
- Supports residents in adherence to and understanding of "Resident's Rights and Responsibilities."
- Distributes clothing, personal items and medication to clients.
- Follows and implements security procedures.
- Files child abuse reports as mandated.
- Works with volunteers if needed.
- Additional duties and special projects may be assigned as necessary

MINIMUM QUALIFICATIONS:

1. College degree or equivalent experience.
2. One-year experience as a counselor/advocate and/or working with survivors of domestic violence. Preferred experience in crisis counseling, de-escalation techniques, and/or conflict resolution.
3. Certification in the 40-hour domestic violence counselor/advocate training required by the State of California, or must complete within 3 months of employ.
4. Bilingual required: English/Spanish.
5. Able to provide client transportation. Valid CA driver's license and auto liability insurance required.
6. Good written and oral communication skills.
7. Good computer knowledge and skills.

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7. Able to work as a team member and have good interpersonal skills. However, you will mostly work alone, so you must have the ability to take initiative and work independently and productively with minimal supervision.
8. Sensitivity to victim's issues and needs.
9. Available by telephone.
10. Has not been a client of Su Casa or any other domestic violence agency during the previous 12 months.
11. Clear state and FBI criminal background check.
12. Available as needed during employee's stated scheduled availability.
13. Able to lift and sort items/donations and climb stairs.

This job description is not intended to be all-inclusive. Su Casa ~ Ending Domestic Violence reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

EQUAL EMPLOYMENT OPPORTUNITY: Su Casa ~ Ending Domestic Violence is an equal opportunity employer. It is the policy of Su Casa to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. Su Casa will conform to the spirit as well as the letter of all applicable laws and regulations. A copy of this policy can be obtain from administration upon request.

AMERICANS WITH DISABILITIES ACT COMPLIANCE INFORMATION: To comply with the Americans with Disabilities Act and other applicable laws insuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job related consideration exists.