

MY SISTERS' PLACE

JOB DESCRIPTION

Date: June 2009
Job Title: On Call-Relief Counselor/Advocate
Job Classification: Non-exempt
Position Reports To: Shelter Manager

My Sisters' Place is a not-for-profit 501(c)(3) organization, located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the field of domestic violence advocacy and services. Our many programs include two residential shelters, individual counseling and advocacy, children's programs, support groups throughout Westchester, a legal center, life skills training, school-based domestic violence prevention education, training for health care professionals, and an extensive community education and outreach program.

POSITION OVERVIEW

The on call-relief counselor/advocate will work in either of the agency's two shelters which offer safe housing, counseling and practical services to victims of domestic violence and their families.

DUTIES

- Perform individual case management for residents as assigned.
- Provide supportive counseling and practical assistance.
- Follow-up assistance to residents as requested by staff from prior shifts.
- Complete intake data chronological records and make daily log entries.
- Enforce shelter rules regarding resident responsibilities and assure safety and well being of residents
- Refer callers and residents to appropriate outside service providers
- Perform other duties as assigned by shelter manager

QUALIFICATIONS

- Two years college plus one year related experience or high school graduate plus two years prior experience. Knowledge of victimization and domestic violence a plus. Bilingual English/Spanish strongly preferred
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Strong interpersonal skills very important; must also be a team player.

Send resume and cover letter by mail or fax to:

Shelter Manager
My Sisters' Place
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