

WOMEN IN TRANSITION: NOTICE OF STAFF RECRUITMENT

POSITION: Counselor

RECRUITMENT PERIOD: 10/28/08 - 11/14/08

SCOPE OF POSITION

Excellent opportunity for energetic, creative, self-starter with a passion for safety and justice for women and children. This is a part-time (25 hours per week) position with the primary responsibility for providing empowerment and educational counseling to women whose lives are impacted by domestic violence and/or substance abuse.

REQUIREMENTS

Highly motivated, well-organized, computer proficient, and understands the impact of domestic violence and substance abuse on women and children and the community; associate or undergraduate degree in the field of human services with at least 2 years experience providing direct counseling services to women; demonstrated understanding of feminist empowerment and/or harm reduction counseling techniques and a knowledge of community resources; good listening and problem-solving skills, with the capacity to work with a diverse group of individuals, and the ability to work flexible hours. Upon hiring, the candidate must complete WIT's Domestic Violence Advocate Training prior to providing direct services to WIT clients, the Crime Victims Compensation Training, and provide Act 33 criminal background and child abuse clearances.

SALARY & APPLICABLE BENEFITS

Salary is \$19,600 Upon the completion of a 3 month introductory period, WIT covers 70% of employee costs for a comprehensive HMO. Annual paid leave includes 7 holidays, 8 sick, 1.5 personal days, and 7 vacation days.

EQUAL OPPORTUNITY POLICY

Women In Transition (WIT) provides counseling and advocacy services for women and their families who are endangered by intimate partner abuse and/or by substance abuse. WIT is an equal employment opportunity employer, and all employment decisions are based on merit and agency needs, and not on race, color, citizenship status, national origin, ancestry, sex, gender identity, sexual orientation, age, cultural or religious practices, creed, physical or mental disability, marital status, social or economic status, veteran status, political affiliation, or any other factor protected by law. Women In Transition complies with applicable laws regarding reasonable accommodation for handicapped and disabled employees.

APPLICATION PROCEDURE

Qualified applicants must submit a written Cover Letter and a current Resume documenting how the individual's experience matches the requirements for the position. **Telephone inquiries will not be accepted.** *Women of color and Bilingual (Spanish) are encouraged to apply.*

Mail to: Program Director, Women In Transition, 21 S. 12th Street, 6th Floor,
Philadelphia, PA 19107-3606

Fax to: 215-564-5723

Email to: jobopening@womenintransitioninc.org

Counselor

SCOPE OF POSITION: This is a part-time (25 hours per week) position reporting to the Program Director. The Counselor has primary responsibility for providing empowerment and educational counseling women whose lives are impacted by domestic violence and/or substance abuse. Weekly activities are composed of the following: direct client services (individual, group, and telephone follow-up), indirect community service, and non-service (staff/team meetings, individual, supervision, group preparation and client file maintenance).

FUNCTIONS & DUTIES:

1. **Service Standards:** In accordance with established agency standards, provides quality client services and accurately documents program and service activities; maintains client records which includes keeping written support group formats current and up-to-date.
2. **Direct Client Services:** Provides: Intake Assessment and short-term individual and group counseling to help clients develop and implement advocacy plans to attain safety and sobriety; provides case advocacy and/or service coordination for clients involved with multiple services; provides telephone counseling and follow-up as necessary which includes follow-up for clients referred to external resources, follow-up for no-show appointments and follow-up for 6 months prior to termination.
3. **Indirect Community Services:** Serves as an agency liaison to the Crime Victims Compensation program. Also provides information, education and training to community groups on WIT issues.
4. **Volunteer Program:** Participates in each volunteer training cycle (minimum 2 per year) by assisting the Trainer with classroom and other training activities, and conducts on-line observation of volunteers during each training cycle to help qualify the volunteers to provide hotline service.
5. **Telephone Counseling/PDVH Backup:** Provides back-up assistance for Telephone Counseling Service and the PDVH as necessary, and on a rotating schedule with other WIT staff, provides supervision of the Telephone Counseling Service on weekends and holidays.
6. **Accountability:** Meets routinely with the Program Director to review program activity, service issues, and other program matters. This includes a routine review of service documentation and other client information to assure compliance with program standards and annual service objectives.
7. **Internal Communications:** Participates in routine communications meetings according to the annual schedule which includes team meetings, staff meetings, in-service professional development programs, and annual program reviews.
8. **Additional Expectations:** Participates in the annual fund raising event and other agency functions as may be required; performs other tasks or duties as may be assigned.

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