



## **COUNSELOR/ADVOCATE JOB DESCRIPTION**

### **General Qualifications:**

- Bachelor's degree in human service-related field plus one year's experience.
- Experience in crisis intervention, supportive problem solving, advocacy and counseling.
- Possess basic knowledge of the criminal justice system.
- Ability to effectively communicate ideas orally and in writing.
- Obtain and maintain clean child abuse clearances, criminal record background check and FBI clearance
- Computer proficiency.
- Knowledge of community resources.
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- Demonstrated ability to establish a professional relationship with clients and community representatives.
- Access to private automobile, if use of own auto, valid driver's license and auto insurance.
- Ability to schedule working hours to coincide with WIN work priorities.

### **Major Responsibilities:**

1. Respond to agency hotline callers and provide emotional support, information and referral to meet the needs of the caller. Provide advocacy and accompaniment to hospitals, police and other social service agencies as needed to resolve the immediate crisis.
2. Provide individual counseling by phone or in person to victims of sexual and domestic violence in Franklin and Fulton counties. Assure that services are easily accessible to clients in all parts of the county by arranging to meet in locations such as churches, schools and other agencies when possible.
3. Arrange for shelter for victims seeking this service, provide transportation to shelter and coordinate support services for women while in shelter.
4. Plan and facilitate support groups, workshops and other programs and activities that assist clients in furthering their goals and achieving their service plans.
5. On initial contact with clients, complete an intake and assessment in order to assist the client in the development of a plan for service that will include services with WIN as well as appropriate referrals.
6. Provide advocacy, transportation and accompaniment for clients interacting with housing, welfare, employment agencies and other social service agencies as prescribed by service plans.
7. Coordinate services for victims involved in the criminal justice system or the SVPO or PFA process with the legal advocates to assure advocacy and accompaniment to legal proceedings. Screen for eligibility for victim compensation and refer to appropriate legal advocate for assistance.
8. Provide advocacy for clients when interacting with family members, school officials, day care officials, employers, et



9. Assist in the development of an annual work plan for the provision of counseling and advocacy services to victims of domestic violence.
10. Attend case management and staff meetings as scheduled.
11. Record and maintain accurate case records. Complete all required case documentation daily. Assist with collection of data for all required agency and funding reports.

**Additional Responsibilities:**

1. Complete WIN 65-hour counselor/advocate training.
2. Complete CPR and other required trainings as scheduled by WIN.
3. Participate in relevant training, conferences and seminars with the approval and/or direction of your supervisor.
4. Cooperate as a team member with other staff and volunteers to promote the best interest of WIN and its service to the community.
5. Uphold all WIN policies, procedures and confidentiality.
6. Assume additional responsibilities as delegated by supervisor.

**E.O.E./A.A.**

<b>Immediate Supervisor:</b>	Direct Services Manager
<b>Supervisory Responsibilities:</b>	Not applicable
<b>Hours:</b>	40 hours as scheduled by supervisor. On-call rotation required
<b>Classification:</b>	Non-Exempt