

**WOMANHAVEN A
CENTER FOR FAMILY SOLUTIONS**

Department: Legal Department	Location: CFS & Co-located at I.C. District Attorney's Office, 940 W. Main St., Suite 102
Job Title: DV Counselor	Salary Range: \$49,920
Reports To: Judith K. Pritchard	Title: Director for Legal Services
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt Position <input type="checkbox"/> Non-Exempt Position

Center for Family Solutions Shelter Services provides services to individuals and families who have been affected by domestic violence in Imperial County CA.

Summary: The DV Counselor will coordinate specialized projects that assist survivors of domestic and their families and friends through specialized services and advocacy while developing relationships with community partners to ensure collaborative services in Imperial County.

ESSENTIAL FUNCTIONS:

1. Create a positive cultural environment of leadership, effective management, communication, and teamwork in which employees and volunteers find support, guidance, and successful opportunities to contribute.
2. Responsible for coordinating the development and implementation of projects including but not limited to Police Response, Domestic Violence Response Team (DVRT), Coordinated Community Response Team (CCR) .
3. Responsible for supervision, training and support of police response advocates and criminal justice advocates. Responsible to develop relationships and systems engagement throughout service area.
4. Responsible to respond as PRA, work with participants within systems, and support primary advocacy with training, supervision and mentoring while working with participants within systems.
5. Responsible for creating a culture of empowerment and trauma-informed service delivery.
6. Assist with development of agency plans that include and recognize survivor empowerment.
7. Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.
8. Responsible to network with medical professionals, court officers, school personnel, law enforcement, clergy and other professionals to encourage referrals.
9. Responsible for publicizing available services, educate referral sources and increase service utilization within communities served.
10. Attend community meetings, provide information and maintain contact with community agencies as appropriate. Update Support Team on community involvement and agendas for community meetings.
11. Responsible to assist in creating a positive cultural environment of personal leadership, communications and teamwork within the outreach program and throughout the agency.
12. Responsible to assist with coordinating use and reporting with the agency database.
13. Responsible to correlate and submit all statistical data, program summaries, and reports.

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14. Assist with any other duties and attend meetings as requested by the Program Coordinator and/or Executive Director.
OTHER RESPONSABILITIES:
1. Performed other duties as assigned.
SUPERVISORY RESPONSABILITIES:
1. No
INTERNAL/EXTERNAL RELATIONSHIPS:
1. Ability to build a broad working relationship with staff and clients.
PHYSICAL ACTIVITY AND ENVIROMENT REQUIREMENTS:
15. The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
16. In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.
EQUIPMENT OPERATIONS:
The incumbent in this position operates the following equipment: <ul style="list-style-type: none"> • Telephone • Document copiers • Personal computer • Facsimile • Other standard office equipment • Personal vehicle
EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE REQUIRED (R) /PREFERRED (P):
<ol style="list-style-type: none"> 1. Bachelor's degree in criminal justice, social work, sociology, psychology, or other human services field is preferred but not required. (P) 2. Experience in grant management including writing grant applications and monitoring grant activities. (R) 3. Knowledge of evidence-based and promising practices in service delivery to victims of domestic violence. (R) 4. Knowledge of resource development and trends at the local, state, and federal level for victims of domestic violence. (R) 5. Knowledge of system response to victims of domestic, including interventions, education, and treatment. (R) 6. Skills in presenting, facilitating groups, training, coordinating activities of stakeholder groups, and leading teams. (R) 7. Ability to communicate effectively orally and in writing. (R) 8. Ability to work independently with limited direction. (R) 9. Knowledge of and/or demonstrated commitment to ending violence (R) 10. Have understanding of and experience with organizing or working in communities of color in California, or another state with similar demographics (R) 11. Have understanding of issues surrounding social justice and violence prevention work(R) 12. The candidate must be able to develop strong working relationships with client population, be able to relate to individuals making significant life decisions, and be supportive of individuals' increasing independence. Must also be able to provide effective training, prepare written reports, and maintain client documentation. (R) 13. Strong ability to multi-task and make critical decisions without a supervisor present. (R) 14. Positive attitude and strong empathy skills are necessary. (R) 15. The ability to develop client relations and show excellent hospitality to them.(R)

WOMANHAVEN A CENTER FOR FAMILY SOLUTIONS

16. Computer literate; proficient in the use and operation of computers and basic MS applications (Word, Excel, Access, Outlook) **(R)**
17. Environmental Conditions: Some hours will be in a normal office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes; work requires travel and making home visits; computer use; work at a fast pace with unscheduled interruptions; responsibilities require a flexible work schedule including regular evening hours, occasional weekend hours and overtime. Some weekly evening hours are required.
18. Ability to operate a vehicle in a variety of weather and traffic conditions. **(R)**
19. Effective personal computer skills including word processing, spreadsheet and internet. **(R)**
20. Very effective oral and written communication skills to represent the agency/program to other agencies, government organizations and in other professional situations.
21. Organizational planning skills.**(R)**
22. Bilingual skills English/Spanish (required).**(R)**
23. Demonstrated leadership ability and effectiveness in working with employed staff and volunteers. **(R)**
24. Ability to work independently with a minimum of supervision and make mature and independent decisions. **(P)**
25. Professional appearance and ability to maintain confidentiality in all matters related to the Agency and positive communications with staff, volunteers and the community.**(R)**
26. Ability to support the mission and philosophy of WomanHaven which includes acceptance of multicultural diversity.**(R)**
27. Acts as mandated child abuse reporter.**(R)**

CERTIFICATIONS REQUIREMENTS:

Per California Evidence Code 1037.2 of the Cal-OES 40 hour training, the following applies:

1. 40 hours Domestic Violence Counselor training per California Evidence Code 1037.2 to be completed within 90 days (3 months) of employment.
2. 8 hours (of the 40 hours) must be completed prior to direct client contact.
3. 16 hours of annual continued education (CE) of which 8 hours must include Rape/Sexual Abuse/MultiCultural, Cross Cultural and MultiEthnic Diversity topics and 8 hours devoted to Domestic Violence topics.
4. DV Counselor Certification.

HIRING REQUIREMENTS:

1. Must be able to obtain background and drug test clearance.
2. Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
3. Own reliable transportation is required.

SHIFT

40 hours per week which includes occasional on-call.

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I have read the above job description and fully understand the requirement set forth there.	
Employee's signature: _____	Date: _____
Employee Name: _____ Print	