

Centre Safe
Children's Advocacy Center Counselor/Legal Advocate

Reports to: Director of Counseling and Advocacy Services

Status: Full-time

Typical Work Hours: 40 hr work week; M-F; 8 hour work day between the hours of 8-5 with occasional evening hours

FLSA Classification: Non-Exempt

Grade: B

Revision Date: January 2020

Organizational Expectations:

All employees at Centre Safe will demonstrate a commitment to our Core Values:

1. Commit to empowering survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential and professional, and responsive to identified client and community needs.
2. Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
3. Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the *Centre Safe Employee Handbook* and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

Job Summary:

To provide trauma informed counseling and advocacy services, including legal advocacy, to child and adult survivors and significant others of sexual assault, domestic violence, and stalking.

Essential Responsibilities:

At the Children's Advocacy Center

- Provide counseling, advocacy and referrals to child victims, non-offending caregiver (s) and others as part of the Children's Advocacy Center response to reports of child abuse.
- Provide advocacy to non-offending caregiver (s) during the forensic interview and attend the post interview meeting with the non-offending caregiver to ensure concerns and questions of the caregiver are presented.
- Provide appropriate follow up with clients receiving Children's Advocacy Center services.
- Participate in the Children's Advocacy Center Multidisciplinary team case reviews.
- Under the supervision of the Counseling and Advocacy Team director, oversee scheduling victim advocates for Child Advocacy Center interviews.

- Enter appropriate client information in the Children's Advocacy Center database and the Centre Safe database to track client services.
- Upon request, provide advocacy and referrals to out of county clients of the Advocacy Center.
- Provide legal advocacy and accompaniment to clients of the Children's Advocacy Center in court as appropriate.

As a member of the Centre Safe Counseling and Advocacy Team:

- Provide counseling, group counseling, crisis intervention and legal advocacy to victims of Domestic Violence and Sexual Assault.
- Participate as a member of the Counseling and Advocacy Services Team.
- Assist clients in filing Victim's Compensation Assistance Program (VCAP) claims
- Assist with writing and filing of Protection from Abuse Orders, provide information about the legal system, make referrals and provide accompaniment to court with victims of Domestic Violence and Sexual Assault.
- Follow-up with all legal advocacy clients.
- Participate in regular case management meetings with staff to discuss specific Domestic Violence situations.
- Participate in Volunteer Counselor/Advocate class facilitation.
- Participate in emergency rotation schedule for the hotline.

Other Responsibilities:

- Prepare reports required by the Board of Directors, the Director and funding agencies.
- Participate in Center committees and teams when appropriate.
- Maintain current knowledge in the field and attend seminars/workshops to increase professional knowledge and effectiveness.
- Attend staff meetings and case management meetings.
- Other duties as assigned.

Qualifications:

- Degree in counseling, social work, or related field and/or experience in the provision of direct services to survivors required.
- Must successfully complete Centre Safe's Volunteer Advocate Training post-employment
- Must obtain, and maintain, required Criminal History, Child Abuse, and FBI clearances
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar and spreadsheet programs (Microsoft Office programs preferred)
- Maintain a valid driver's license and access to reliable vehicle, in order to drive self to other locations throughout Centre County.
- Ability to communicate effectively with clients and across various levels of the organization.

Working Conditions: This position is co-located at the Children's Advocacy Center and the Centre Safe Bellefonte office.

Supervisory Responsibility: No supervisory responsibilities

This job description is not a comprehensive list of all activities, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.

Employee Name _____

Signature _____

Date _____