

Centre Safe Job Description Shelter Counselor

Reports to: Shelter Director

Status: Full Time

Typical Work Hours: M-F 1:00pm – 9:00pm; some evenings and weekends

FLSA Classification: Non-Exempt

Grade: B/C

Revision Date: January 2022

Organizational Expectations:

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

- Empower survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential, professional, and responsive to identified client and community needs.
- 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.
- 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 (Criminal Background, Child Abuse, and FBI) 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:

The Shelter/Housing Advocate is part of the shelter team and provides direct services to all shelter clients. This includes individual counseling, intake and exit interviews, information and referral, implementing shelter guidelines and maintaining the physical space.

Essential Responsibilities:

- Provide direct services to shelter clients
- Provide information and referral around economic and career counseling and education, successful re-entry into the community after being incarcerated, overcoming barriers for those with disabilities and for underserved populations, and immigration rights and services
- Collaborate to develop and implement a day program for all clients to include life skills workshops, counseling and advocacy, and facilitate access to needed services
- Implement shelter guidelines
- Participate in the development and evaluation of shelter policies and procedures
- Assist with the provision of VOCA-funded services, including assistance with filing Compensation Claims (VCAP), criminal justice support/advocacy, crisis counseling, emergency financial assistance, emergency legal advocacy, follow-up counseling, in-person

information and referral, case management, hotline, personal advocacy, shelter/safe house, support groups, and telephone contact information and referral

Other Duties and Responsibilities:

- Maintain and increase current knowledge in the field and professional effectiveness through attendance of internal and external seminars/workshops, in-service and professional development sessions
- Participate in staff, team, and case management meetings
- Participate in Centre Safe office staffing and coverage of the hotline during off-hours
- Assist with and provide instruction, as needed, for advocate training classes
- Provide data management and recording of participant services
- Assist in the facilitation of support groups for survivors
- Upkeep and cleanliness of shelter space and management of donations
- Other VOCA duties as assigned

Qualifications:

- Bachelor's degree in counseling, social work, or related field or minimum of two years of experience in residential services preferred
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- 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, and ability to transport clients in the company vehicle.
- Ability to interact professionally with diverse groups of individuals

Supervisory Responsibility: No supervisory responsibilities

Working Conditions: Includes working in an office on a computer and within the community at a variety of locations, mostly indoors with some time outdoors in different weather settings. Should expect to work some evenings, weekends, and early mornings.

Mental and Physical Requirements: Ability to transport self and materials to locations within Centre County. In some circumstances travel times may exceed one hour. May need to lift and transport heavy event and programmatic materials at times up to 25 pounds.

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 _____

Supervisor Name _____ Signature _____ Date _____