

Centre Safe Job Description
Part-Time Overnight/Weekend Shelter Counselor

Reports to: Shelter Director

Status: Part Time

Typical Work Hours: M-F 5:30p-9a; Weekends and Holidays

FLSA Classification: Non-Exempt

Grade Level: A

Revision Date: May 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 part-time Overnight/Weekend Shelter Counselor provides empowerment-based direct services for residents in the Sylvia Stein Shelter and via hotline.

Essential Responsibilities:

- Assist with the provision of services including: 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.
- Maintain physical aspects of the shelter and safety/security of the building, including monitoring the electronic security system, basic upkeep of the shelter, and implementation of shelter guidelines
- Maintain current and accurate records on shelter residents and log all direct service time.
- 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 Responsibilities:

- Answer hotline when necessary
- Participate in team and case management meetings
- 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

Qualifications:

- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Experience working in human or residential services preferred
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)
- Must have access to reliable means of transportation
- Ability to interact professionally with diverse groups of individuals

Supervisory Responsibility: No supervisory responsibilities.

Working Conditions: Includes working in an office and residential space. Should expect to work evenings, weekends, and early mornings

Mental and Physical Requirements: May need to lift materials and supplies 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 _____