

**HOMESAFE, INC**  
**JOB DESCRIPTION**

**POSITION TITLE:** Domestic Violence Counselor  
**CLASSIFICATION:** Part-Time, Hourly, Non-exempt  
**REPORTS TO:** Executive Director  
**HOURS:** Variable, some weekend and evening hours)

**PURPOSE:**

Provides individual and group counseling, crisis intervention, advocacy and case management to domestic violence survivors. This position will work closely with the Shelter Coordinator and Family Advocates. Partially based at the shelter and community partnership space.

**JOB DUTIES AND RESPONSIBILITIES:**

- ❖ Provide trauma informed individual and group counseling and crisis intervention.
- ❖ Provide advocacy, case management and inter- and intra-agency relationships.
- ❖ Work closely with house advocates, legal advocates and project partner agency.
- ❖ Other duties as assigned.

**GENERAL RESPONSIBILITIES:**

- ❖ Maintain a calendar of counseling dates and times.
- ❖ Prepare accurate records and reports of outcomes. Gather and tabulate statistics on all individuals served for reports to funding sources and to use in securing grants and other funding.
- ❖ Attend monthly staff meetings and complete recommended trainings.
- ❖ Participates in weekly one-on-one meetings with the Executive Director; providing updates, progress and completion of job responsibilities.

**HIRING REQUIREMENTS EDUCATION:**

- ❖ MSW or equivalent degree required.
- ❖ Clinical experience required.
- ❖ Experience working with domestic violence.
- ❖ Training in trauma-informed treatment strongly preferred.
- ❖ Criminal background check prior to employment is required.

**YEARS OF EXPERIENCE:**

- ❖ Minimum two years' experience working with individuals relating to domestic violence.

**EXPECTATIONS OF ALL EMPLOYEES OF HOMESAFE, INC.:**

- ❖ Demonstrate commitment to Homesafe's mission and principles of diversity and inclusion.
- ❖ Represent Homesafe, Inc. in a professional and competent manner to clients, organizational partners, and other stakeholders.
- ❖ Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- ❖ Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.