

**YOUR "SAFE HAVEN", INC.
JOB DESCRIPTION**

JOB TITLE: COUNSELOR /ADVOCATE I

IMMEDIATE SUPERVISOR: EXECUTIVE DIRECTOR

EMPLOYMENT STATUS: NON – EXEMPT, 35 HRS./WEEK

STARTING SALARY: \$25,300 - \$29,500

OVERALL RESPONSIBILITY: To provide crisis intervention and direct services to victims of domestic violence, sexual assault, and other serious crimes.

SPECIFIC DUTIES:

1. To provide direct services to agency clients through appointment, walk-ins, office coverage, and/or via the phone.
2. To monitor case progress and participate in case management activities.
3. Responsible for maintaining client files and compiling statistical reports.
4. Provides individual and group counseling to victims of domestic violence, sexual assault and other serious crimes.
5. Provides advocacy/accompaniment for clients while providing services for clients.
6. Participate in training sessions for staff/volunteers, as they relate to the counseling component.
7. Complete procedural services to include accompaniment, prior comments, victim impact statement assistance, pre and post disposition, property return, victims' rights notification, restitution and VCAP.

Accompaniment (Criminal Cases/Juvenile Cases) – The Victims' Services Program shall provide accompaniment during court-related activities. Accompaniment is the in-person support provided to a victim.

Prior Comment (Criminal Cases/Juvenile Cases) – The Victims' Services Program shall assist victims on how to provide prior comment on all adult and/or juvenile criminal matters concerning, but not limited to the potential reduction or dropping of a charge, plea agreements, or case diversions including referrals to restorative practices, specialty courts, Accelerated Rehabilitative Disposition (ARD), informal adjustment, or consent decree.

Property Return (Criminal Cases/Juvenile Cases) – The Victims' Services Program shall inform, advocate, and coordinate the expeditious return of property, used as evidence, to the victim.

Restitution (Criminal Cases/Juvenile Cases) – The Victims' Services Program shall inform and advocate, on behalf of victims, regarding their rights to restitution under Pennsylvania law and advocate on behalf of the victim(s) for the necessity and collection of restitution.

Victim Impact Statement (Criminal Cases/Juvenile Cases) – Prior to sentencing, the Victims' Services Program shall aid victims regarding their right to offer a written and/or oral victim impact statement.

VCAP (Criminal Cases/Juvenile Cases) – The Victims' Services Program shall provide information to the victim about Victims Compensation Assistance and assist, directly or indirectly, in preparation, filing, and follow up of any claim for Victims Compensation Assistance.

8. Other duties as may be required.

QUALIFICATIONS:

1. Bachelor's degree in social work or related human service field **OR** 3 years significant work experience.
2. Required to complete or have completed the mandatory training as dictated by funding sources for Your Safe Haven Inc.
3. Experience in domestic violence/sexual assault field preferred.
4. Ability to work in a crisis oriented, fast paced work environment.
5. Reliable transportation and telephone required.
6. Act 33/34 and FBI Clearances required.
7. Valid PA driver's license.

Signature

Date

AA/EOE

Reviewed 02/01/19