

**JOB TITLE: COUNSELOR /ADVOCATE I IMMEDIATE SUPERVISOR: EXECUTIVE DIRECTOR EMPLOYMENT STATUS: NON – EXEMPT**

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

**SPECIFIC DUTIES:**

- To provide direct services to agency clients through appointment, walk-ins, office coverage, and/or via the phone.
- To monitor case progress and participate in case management activities.
- Responsible for maintaining client files and compiling statistical reports.
- Provides individual and group counseling to victims of domestic violence, sexual assault and other serious crimes.
- Provides advocacy/accompaniment for clients while providing services for clients.
- Participate in training sessions for staff/volunteers, as they relate to the counseling component.
- Complete procedural services to include accompaniment, prior comments, victim impact statement assistance, property return, restitution, and VCAP. Accompaniment (Criminal Cases/Juvenile Cases) – The Victims’ Services Program shall provide accompaniment during court-related activities.

**QUALIFICATIONS:**

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

**TO APPLY:**

**Send your resume, and THREE REFERENCES to:**

**Susan Hawthorne, Executive Director  
Your Safe Haven  
342 S. Richard Street  
Bedford, PA 15522**

**Or email your information to [SHawthorne@YourSafeHaven.org](mailto:SHawthorne@YourSafeHaven.org)**