



Domestic Violence Counselor/Social Worker

Department: Outreach
FLSA Status: Nonexempt

Job Status: Full Time
Reports To: Outreach Program Director
Amount of Travel Required: 25%
Positions Supervised: None

Work Schedule:

M-F 8am – 4:00pm. Schedule is subject to change to meet operational need with notice. Must be available to work occasional evenings/weekends/on-call as per need of agency.

POSITION SUMMARY

The Domestic Violence Counselor will provide counseling services to survivors of domestic/intimate partner violence, sexual assault, and stalking, including advocacy, education and information and referral services. The Domestic Violence Counselor will work with trauma informed practices for survivors. The Domestic Violence Counselor will adhere to the empowerment philosophy of advocacy and counseling.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Implement agency mission and empowerment philosophy.
- Adhere to agency policies and procedures.
- Provide emotional support and promote the understanding of the impact of domestic/intimate partner violence and facilitate healing.
- Provide information about trauma and the ongoing effects and reactions to victimization.
- Explore choices and alternatives with clients and respect client's choices.
- Promote maximum self-determination of client.
- Provide continued support around and/or information about medical and legal issues.
- Provide emergency crisis intervention.
- Assist clients with developing a safety plan.
- Aid clients in building/enhancing appropriate resources, supports and coping skills.
- Will see clients on an individual basis – walk-in, referral, or by appointment.

- Facilitate regularly scheduled supportive group counseling.
- Provide information and/or assistance with crime victim/survivor compensation benefits.
- Collaborate with other agencies and organizations to enhance client services.
- Accurately maintain case files and document all activity and services provided, ensuring the timely completion of documentation and submitting reports by scheduled deadlines.
- Serve as an on call member of the First Response Team.
- Serve as a member of community committees, groups, and task forces with a focus on systems change to benefit survivors (ex. Domestic Violence and Sexual Assault Council).
- Assist in the planning and implementation of domestic violence community awareness events.
- Coordinate with staff to provide thorough and consistent services to all clients.
- Attend all departmental and agency staff meetings, and other meetings deemed necessary by Blue Water Safe Horizons.
- Maintain flexibility in work schedule to accommodate clients.
- Perform other duties as assigned by the Outreach Program Director

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Loyal - The trait of feeling a duty to the employer.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Tolerance - Ability to work successfully with a variety of people without making judgments.

SKILLS & ABILITIES

Education: A Bachelor Degree in social work or counseling with capacity to become licensed, but prefers a credentialed and licensed Bachelor's degree in Social Work or equivalent.

Experience: Knowledge of and experience providing: group counseling; workshops; brief, time-effective therapy; crisis intervention services. Expertise providing treatment for trauma survivors, including survivors of domestic and sexual assault. Basic understanding of the Criminal Justice System, Crime Victims' Rights, and empowerment based service delivery.

Computer Skills:

- Have proficiency in general computer operations including MS Operating System, MS Word, MS Publisher and use of MS Outlook and Excel.
- Tele-Health Familiarity, comfort and confidence with technology and start-up culture. **Tech- savviness is a must**
- Comfort and confidence navigating multiple applications such as Ring Central, Google Suite, ZOOM, etc.

Certifications & Licenses: All Limited License Bachelor Social Workers (LLBSW), Limited License Master Social Workers (LLMSW), and Limited License Professional Counselors (LLPC) must receive

their permanent license (LBSW, LMSW, LPC) within 3 years from the issue date of the original limited/temporary license as published in the State of Michigan LARA system in order to continue their employment. Must have reliable transportation, insurance, a valid Michigan Driver's License and a good driving record, with no restrictions. Must pass a criminal background check as a condition of employment.

Be empathetic and able to remain calm in a crisis situation. Understanding of empowerment model and its application to survivors of abuse Ability to work in a high pressure environment with a good sense of teamwork. Public speaking experience is helpful. Must have the ability to work with diverse populations.

Other Requirements: Exhibits strong interpersonal and administrative skills. Is dependable, stable, and capable of following through on commitments. Respects confidentiality. Exhibits strong team values as well as an ability to work independently Ability to work flexible hours and in a fast-paced environment. Be able to work remotely and transition to the office as needed per direction from health officials. This position requires completion of 25+ weekly face-to-face client hours.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

| Physical Demands | | Lift/Carry | |
|-------------------------|---|-------------------|---|
| Stand | F | 10 lbs or less | C |
| Walk | F | 11-20 lbs | C |
| Sit | F | 21-50 lbs | F |
| Manually Manipulate | F | 51-100 lbs | O |
| Reach Outward | F | Over 100 lbs | O |
| Reach Above Shoulder | O | | |
| Climb | O | Push/Pull | |
| Crawl | O | 12 lbs or less | C |
| Squat or Kneel | O | 13-25 lbs | C |
| Bend | F | 26-40 lbs | F |
| Grasp | F | 41-100 lbs | O |
| Speak | C | | |

Other Physical Requirements

While performing the duties of the job, the employee is occasionally required to walk; stoop or kneel, crouch or crawl. The employee is regularly required to sit, talk, hear; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This position operates in a community based environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The work will be performed in the community and at agency based programs.

Employee
Signature: _____ Date: _____

Manager
Approval: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.