



WOMEN IN TRANSITION

Empowering people to change their lives since 1971

718 Arch Street • Suite 401N • Philadelphia PA 19106
Business (215) 564-5301 • Fax (215) 563-0500 • LifeLine (215) 751-1111 • www.helpwomen.org

Domestic Violence Counselor

Women In Transition (WIT) currently seeks a Domestic Violence (DV) Counselor. This is a non-exempt, full-time, 35 hours per week position reporting to WIT's Program Director. The primary responsibilities of the WIT DV Counselor are: to provide telephone counseling, advocacy, and safety planning services to adult victims of domestic violence; and to respond to the emotional and physical needs of DV survivors by providing counseling, guidance and support to help them stabilize their lives.

WIT is an organization dedicated to empowering people with the knowledge, support, and ability to thrive beyond domestic abuse/intimate partner violence and substance abuse. We empower people to find safety by providing telephone support, peer support groups, counseling and therapy, empowerment self-defense training, and community education and prevention services. Our staff are dedicated and passionate professionals who are inspired to create a world where people are free to pursue safety, healthy relationships, and supportive communities. WIT's work environment is open to all applicants, respecting the full spectrum of sex, gender identity, race, color, religious creed, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information and veteran status.

WIT has implementing a hybrid work schedule. Employees are expected to work in WIT's Center City Philadelphia office several days a week and to assist with walk-in clients, as needed. Individual counseling sessions and peer support groups are currently being conducted via telephone or zoom. The person in this position is expected to provide in-person counseling and in-person peer support group facilitation when WIT resumes these services at a date to-be-determined.

Duties & Responsibilities

Individual Counseling

- Provide empowerment and educational counseling for survivors encountering life-changing transitions rooted in domestic violence and/or substance abuse
- Help clients develop and implement safety and sobriety, goal and advocacy plans
- Maintain a case load of 15-20 individual counseling clients
- Conduct intake assessments of new clients
- Provide walk-in services
- Provide advocacy, accompaniment and service coordination for clients involved with multiple service providers
- Assist clients with information and referrals to other community resources such as local victim service agencies and drug treatment programs

- Conduct follow-up outreach with clients
- Distribute and collect client surveys

LifeLine Counselor

- Provide telephone counseling to callers on the LifeLine (8-12 hours per week as needed)
- Screen and assess callers; identify and prioritize caller's immediate needs
- Safety plan and offer information to callers to assist them in making informed decisions
- Provide resources and referrals
- Educate callers on the dynamics of DV
- Advocate on behalf of callers especially around accessing emergency housing resources
- Accurately document all program and direct service activities
- Assist with additional direct service projects as needed

Philadelphia Domestic Violence Hotline (PDVH)

- Provide back-up coverage for PDVH hotline as necessary

Peer Support Groups

- Facilitate a weekly peer support group (as needed) to provide participants with the opportunity to learn from and share experiences with one another

Data Entry

- Enter LifeLine ICRs into WIT client database and assist with other client database data entry as needed

Systems Advocacy

- Serve as an agency liaison to advocacy groups or coalitions as warranted

Skills & Experience

- Excellent listening and verbal communication skills
- Good problem-solving skills
- Possess a natural ability to connect with people and build relationships
- Commitment to working with clients experiencing domestic violence or substance use to develop a plan for their safety and to preserve their right to determine what is best for them
- Knowledge of community resources
- Ability to work with a diverse group of individuals
- Team-oriented

- Experience working or volunteering on a hotline a plus

Qualifications

- Associate or undergraduate degree or documentation of the equivalent in work experience in the field of human services or other relevant degree
- Upon hiring, within 60 days, must complete 40-hour Domestic Violence Advocate Training and the Crime Victims Compensation Training, and within 30 days must provide FBI, Act 33 criminal background check and child abuse clearances

Salary & Benefits

- Annual salary \$40,000
- On the first of the month after hire, benefits are available including paid leave, health & dental insurance, Short and Long-Term Disability & Life Insurance

How to Apply

- To apply for the position, please email a current resume and cover letter to WITinfo@helpwomen.org