

**YWCA Union County  
JOB DESCRIPTION**

<b>Title:</b> Bilingual Domestic Violence Counselor	<b>Department:</b> Community Support Services
<b>Supervisor:</b> Director of Community Support Services	<b>Effective Date:</b> 11/1/2009
<b>Status:</b> Regular full-time and/or part-time	<b>Grade:</b> Exempt

**Summary:**

The Bilingual Domestic Violence Counselor (DVC) position, at the direction of and in collaboration with the Director of Community Support Services, has the responsibility of the provision of all direct counseling services to survivors of domestic violence. This position will work closely with the DoCSS to assist in the development of a safe and confidential atmosphere for all clients of the YWCA.

**Experience/Knowledge/Specialized Training**

Must possess a Masters Degree in Counseling, Social Work, Psychology or related field. Should have at least 2 years experience working in the field of domestic violence. Must have knowledge and understanding of domestic violence and trauma. Must demonstrate cultural competency in experience or education. Excellent verbal and written skills a must. Must possess strong public speaking skills. Knowledge of computer programs including but not limited to Microsoft office, Power Point and Excel. Must be bilingual in Spanish.

**Essential Job Duties**

**Counseling / Case Management**

- Responsible for ensuring the following services are provided to residential and non-residential clients: individual counseling, support groups, advocacy, provide domestic violence information and referrals to outside agencies, refer to YWCA programs as appropriate.
- Provide the following direct services: intakes/exit interviews, initial individual counseling sessions (including safety planning, education, assessment for services) and psycho-educational group counseling, client advocacy and referral.
- Meet walk-in clientele as needed.
- Conduct Family Violence Option (FVO) Assessments as needed.
- Conduct services at various YWCA locations as needed.

**Recruitment/Outreach**

- Ensure that the public and other service providers are aware of YWCA Union County's counseling services program.
- Provide trainings and educational seminars and other awareness-raising events to different groups throughout Union County to educate on the signs and symptoms of

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domestic violence, identifying victims of domestic violence, and how to assess and refer appropriately for services.

- Assist in providing technical assistance and/or training to volunteers and other community groups.
- Update outreach materials and maintain material for curriculum and procedures.
- Work in conjunction with the DoCSS and the Assistant Executive Director to ensure that all communities within the service area of Union County are served.

### **Program Development**

- Expand the services provided in the counseling program to meet the needs of diverse communities.
- Collaboration with the DoCSS and the Assistant Executive Director to ensure that program is directed by agency goals and priorities as indicated in the Strategic Plan.

### **Documentation / Supervision**

- Responsible for grant management in the form of reporting and statistics for counseling in both residential and non-residential programs, including coordinating application writing, report preparation and acting as a liaison with contract monitors, assuring that required levels of services are maintained.
- Documentation: maintain case records for clients, complete service schedules, and maintain other records as needed.
- Participate in supervisory meetings with the DoCSS on a weekly basis.
- Attend monthly staff and Intra-program Counselor Group/Case Management meetings, as well as weekly Case Review with shelter staff.
- Complete statistical and narrative reports monthly or as needed.
- Other duties as assigned by supervisory personnel.

### **Job Requirements**

- Maintain flexibility in schedule to meet client needs.
- Be available for some evenings and weekend interventions with clients.

**NOTE: This job description is a broad outline of the responsibilities and duties of the Bilingual Domestic Violence Counselor that will be amended as needed to meet the program priorities of the YWCA Union County and their ensuing work requirements. It should not be construed as a contract.**