

**Position:** Shelter Counselor  
**Department:** Counseling Services  
**Reports to:** Director of Residential Services

**Status:** Non-Exempt  
**Hours:** 35 hours  
Flexible Hours: some weekend or evening hours

**Scope of Work:**

The primary objective of the counselor is to provide clients with support and options to lead a life free of violence. **It is expected that the counselor's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment and professionalism.**

**Primary Duties:**

- Provide individual and group counseling for sexual assault, sexual abuse, and domestic violence victims and significant others affected by sexual assault issues. Provide primarily shelter based services to two confidential shelters.
- Assess clinical needs including referrals for psychiatric, substance abuse, or other related evaluation.
- Maintain liaison with collateral clinical providers as necessary for coordination of treatment and services.
- Provide counseling consultation to shelter and agency staff.
- Develop and implement programs in both shelter sites, including structured activities and groups for clients that will promote life skills and a deeper understanding of domestic violence
- Attend weekly shelter casework meeting at both shelters
- Participate in Shelter backup on-call clinical support
- Accept assignments at alternate sites as requested.
- Complete assignments as requested by the VP-Operations and/or Senior Management.
- Intern partnerships

**General Duties:**

- Maintain up-to-date case notes relative to all client and collateral contacts.
- Complete statistical forms documenting service delivery.
- Will attend quarterly All-agency meetings
- Will attend regular supervision meetings
- Will conduct him/herself according to the agency's stated policies and procedures
- Will comply with agency's confidentiality policy.

**Skills and Ability:**

- Ability to communicate effectively and with sensitivity
- Strong interpersonal, organizational, prioritizing and management skills
- Self-motivated, self-reliant, dependable
- Demonstrates maturity, self-awareness and initiative
- Demonstrated ability to write clearly and produce concise reports
- Valid driver's license and dependable transportation
- Ability to enter non-handicapped-accessible buildings

**Education & Experience:**

- BA/ in Social work.
- Master's degree in Social Work or Counseling helpful.

- Knowledge of and/or experience with sexual assault and domestic violence issues and sensitivity to multicultural issues.
- Demonstrated ability to work cooperatively and team with other professionals.

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.