

POSITIONS AVAILABLE
Relief Shelter Counselor
Hanson House / All Locations

Summary: Provides counseling and support services to adult clients of the agency. Promotes self-reliance through an empathic and caring atmosphere.

Hours are:
As requested

Qualifications and Characteristics:

1. Education – Minimum of a Bachelor's degree in social services or related field.
2. Experience – Prefer a minimum of three (3) years experience in social services.
3. Training – Require completed 40-hour Domestic Violence training.

SEE ATTACHED JOB DESCRIPTION

Family Shelter Service Position Description

Position: Women's Shelter Counselor

Summary: Provides counseling and support services to adult clients of the agency. Promotes self-reliance through an empathic and caring atmosphere.

Duties and Responsibilities:

1. Coordinates all appropriate activities while on shift.
2. Provides counseling and support services to residential and non-residential clients.
3. Conducts intake interviews with clients and their families.
4. Receives crisis calls and performs advocacy as needed.
5. Plans and implements special activities such as holidays, recreational, and social events for clients.
6. Prepares proper documentation for all client files and records (intake information, progress notes, etc.)
7. Remains cognizant of current development in the area of domestic violence.
8. Performs other duties as assigned.

Relationships:

1. Supervised by the Shelter Program Director.
2. Supervises shelter volunteers.
3. Works with agency interns as needed.
4. Establishes and maintains contact with community referral agencies.

Qualifications and Characteristics:

1. Education – Minimum of a Bachelor's degree in social services or related field.
2. Experience – Prefer a minimum of three (3) years experience in social services.
3. Training – Prefer training in domestic violence.
4. Technical – Excellent communication skills, verbal and written.
5. Social Skills – Must be able to respond appropriately in varied situations; must be able to function well with minimal supervision.
6. Leadership Skills – Must demonstrate professionalism, flexibility, good judgment, and commitment to teamwork.

Special Conditions:

1. Must be able to work variable hours.
2. Must have own transportation, valid driver's license, good driving record, and liability insurance.
3. Must be able to operate all household and office equipment.
4. Must be able to climb stairs.
5. Must be able to hear or see fire and intruder alarms.
6. Must be able to lift 50-pound child.
7. Must be able to communicate with people who call in on the hotline.

Classification Status: Non-Exempt