

**Job Title:** "Floater" Domestic Violence Counselor/Child Protective Services  
**Job Classification:** Regular Full-Time, Exempt  
**Department:** Programs  
**Position Reports To:** Program Coordinator

**My Sisters' Place (MSP)** is a not-for-profit 501(c)(3) organization, located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the field of domestic violence advocacy and services. MSP works collaboratively with the Westchester County Child Protective Services (CPS) on cases in which there is suspected or documented domestic violence and child abuse/neglect. The "floater" domestic violence counselor will be based out of the Yonkers CPS Office, but will travel throughout the county as needed acting as adjunct and resource to CPS staff and other MSP staff to support the safety and self-sufficiency of the abused parent and their child(ren).

### **DUTIES**

- Provide case coverage throughout Westchester County as assigned by supervisor
- Accompany CPS staff to field investigations and provide needs assessment in cases involving alleged child abuse/neglect and domestic violence
- Work collaboratively with CPS staff to develop appropriate plan of action for each family. Provide crisis intervention, safety planning, individual and group counseling, referrals and advocacy
- Provide ongoing support and informal training to CPS staff on assessing and responding to the needs of domestic violence victims and their families.
- Attend CPS case conferences and staff meetings
- Attend monthly meetings of CPS/MSP working group
- Maintain program statistics and draft monthly/quarterly reports in compliance with funding requirements and objectives
- Represent agency at community meetings and coalitions
- Other duties as assigned by supervisor

### **QUALIFICATIONS**

- Bachelor's degree and minimum of two years experience working with victims of domestic violence
- Prior work experience with children and adolescents desirable
- Excellent interpersonal skills, including the ability to work collaboratively and on a team
- Strong written and oral communication skills
- Ability to work in a fast paced environment, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- **Bi-lingual English/Spanish strongly preferred**
- **Must own a car**

**SALARY:** \$36,000 annually, plus benefits (incl 4 wks vacation) and mileage reimbursement.

**NO PHONE CALLS PLEASE.** *Applications without cover letters will not be considered.* Send resume and cover letter by mail or e-mail to :

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