

MY SISTERS' PLACE

JOB DESCRIPTION

Date: July 2010
Job Title: Counselor, Non-Residential Program
Job Classification: Full-Time Exempt
Position Reports To: Manager, Yonkers Non-Residential Program

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. The Counselor provides individual support and group counseling to victims of domestic violence in MSP's Yonkers office.

DUTIES

- Conduct phone outreach to victims, assessing their emotional and practical needs, as well as explaining the services offered by MSP.
- Provide crisis intervention, safety planning, and short-term counseling to victims
- Conduct weekly support groups for victims throughout Westchester
- Advocate on clients' behalf with the police, district attorney's office, and public benefits agencies
- Provide clients with information and referrals to outside services for themselves and their children
- Maintain program statistics 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 and/or providing counseling to women
- 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

SALARY: \$34,000 annually plus benefits (including 4 weeks vacation).

NO PHONE CALLS PLEASE. Send resume and cover letter by mail, e-mail, or fax to:

Manager, Non-Residential Program
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