

## MY SISTERS' PLACE

### JOB DESCRIPTION

**Job Title:** On-Call/Relief Residential Counselor  
**Job Classification:** Non-exempt  
**Position Reports To:** Senior Residential Counselor

**My Sisters' Place** 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. Our many programs include two residential shelters, individual counseling and advocacy, children's programs, support groups throughout Westchester, a legal center, life skills training, school-based domestic violence prevention education, training for health care professionals, and an extensive community education and outreach program.

### POSITION OVERVIEW

The on call/relief Residential Counselor will work in either of the agency's two shelters which offer safe housing, counseling and practical services to victims of domestic violence and their families.

### DUTIES

- Provide supportive counseling and practical assistance; crisis intervention as needed.
- Perform individual case management, including personal and criminal justice advocacy, for residents as assigned.
- Provide follow-up assistance to residents as requested by staff from prior shifts.
- Complete intake data chronological records and make daily log entries.
- Assure safety and well-being of residents in accordance with shelter guidelines and resident responsibilities
- Provide residents with appropriate referrals to outside service providers
- Perform other duties as assigned by Senior Residential Counselor

### QUALIFICATIONS

- Two years college plus one year related experience or high school graduate plus two years prior experience. Knowledge of victimization and domestic violence a plus. Bilingual English/Spanish strongly preferred
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Strong interpersonal skills very important; must also be a team player.

NO PHONE CALLS PLEASE. Send resume and cover letter by e-mail to [mspjobs@mspny.org](mailto:mspjobs@mspny.org). Please indicate the title of the job you are applying for in the subject line of your email.