

FAVORHOUSE OF NORTHWEST FLORIDA, INC.

Job Description – Outreach Counselor

Introduction

This position's function is to provide intake, support counseling, support groups, and other direct services to victims of domestic violence. This position works in Escambia county.

Duties

Abide by all Agency policies, procedures, practices, and support the Agency's mission.

Provide face-to-face support counseling to victims of domestic violence. **65%**

Provide counseling and crisis intervention for domestic violence victims by phone. **15%**

Conduct weekly group sessions for victims of domestic violence. **10%**

Telephone communications with victims of domestic violence, offering victim services to the primary victims and referrals and assistance for victim's children and dependent family members who were present during the event. **5%**

Assists the victims in filling out victim compensation requests and maintains case records in accordance with statutory requirements for victims of domestic violence. **1%**

Responsible for intake paperwork and case management for individuals and group sessions for victims of domestic violence. **1%**

Arrange for transportation for domestic violence victims to receive services. **1%**

Assist domestic violence victims in the D.V. Injunction process and other essentials within the judicial system. **1%**

Other duties as assigned. **1%**

Education and Experience:

B. A. or B.S. degree preferably in Social Work, Criminal Justice or Counseling. Applicants with 2 years' experience, who are currently enrolled as a student and in the process of obtaining an undergraduate degree in the aforementioned fields may be considered. Applicants who have a high school diploma and 4 years of experience as a domestic violence counselor/advocate may be considered. Applicants must have the ability to communicate verbally and in written form to empower victims of domestic violence. Must have the ability to problem solve and function during a crisis. Must possess computer skills with ability to learn required program software.

Summary:

Direct supervision is received from the Executive Director or the Program Director. Hours are from 8:00 am to 5 pm, Monday through Friday, may require some nights and weekends. Flexibility is required in order to perform duties outside the office and during evenings and weekends. Employee must possess and maintain a valid driver's license with personal automobile liability insurance. Within 90 days must successfully complete Core Competency Training and achieve and maintain victim privilege. Position requires 16 hours of annual training in domestic violence related issues. VOCA funded positions are required to attend and pass Victim Designation Training. This is an hourly wage position.

Working Conditions:

Work location is clean, fully climate controlled and complies with Florida Clean Indoor Air Act. All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirement may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.

Your signature below indicates that you have received an updated copy of your job description, have read it, and understand your duties.

Employee Signature

Date

Print Name