

**Women and Families Center
Job Description**

Position Title: Bilingual/Bicultural Counselor/Advocate
Reports to: Director of Sexual Assault Crisis Services

Department: 60
Classification: non-exempt/non-bargaining
Salary Grade:

Position summary: Provides support and advocacy for Latino and Spanish speaking victims/survivors of sexual assault, and provides training and education on sexual assault issues.

Qualifications

- Bachelor Degree in human service discipline required
- One-year experience in sexual assault field or two years of professional experience in human service field required
- Counseling experience preferred
- Ability to work well with diverse populations required
- Excellent verbal and written communication skills required
- Experience in sexual assault crisis intervention desired
- Fluent in oral and written Spanish and English
- Working knowledge of Microsoft Suite required
- Must obtain and maintain certification as Sexual Assault Crisis Counselor required
- Substitutions Allowed – Applicants who do not meet the qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibility of this position
- Please submit a resume, cover letter, and contact information for three references to JWHolster@WomenFamilies.org

Duties and Responsibilities

This position requires typical work operations and responsibilities such as, but not limited to:

- Provide coverage for both the Spanish and English 24-hour hotlines, including some evenings, weekends, and holidays.
- Assist in the development and implementation of outreach material to target Latino clients.
- Assist in the development and implementation of Spanish speaking volunteer base for the Spanish Response Team.
- Provide crisis intervention; legal, medical, and police accompaniment; and short-term supportive counseling for survivors of sexual assault and their loved ones.
- Assist in the development of education programs, volunteer training, and in-services.
- Coordinate and facilitate support groups.
- Arrange or provide court advocacy, preparation and accompaniment for survivors and their loved ones.
- Assist in outreach and networking, including representing program at relevant meetings.
- Assist the Director of Sexual Assault Crisis Services in program development and operation.
- Uphold all obligations of mandated reporting.
- Additional related tasks as requested.

This job description is based on an assessment of the requirements and functions of the job, as of the date this description was prepared. It is a general guideline, and does not purport to be an exhaustive list of all the elements of the job. It may be modified at any time by the Board of Directors to meet the organization's needs.

Physical Demands

- The position requires operation of computers and other standard office equipment.
- Includes work performed off site. Ability to travel frequently within service area. If using a personal vehicle, valid Connecticut driver's license, reliable transportation, and proof of insurance. Standard office environments at various locations throughout the community.
- Position generally works 35 hours per week. May be required to work additional hours as organization demands require. Position requires a flexible schedule, including some evenings, holidays, and weekends as required to perform job duties.

Organizational Relationships

Bilingual-Bicultural Counselor/Advocate is supervised by and accountable to the Director of Sexual Assault Crisis Services.

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3/2021
Date Adopted/Revised

Initials JWH
Program Mgr.

Initials
CEO