



**Bilingual Domestic Violence Counselor
Greenfield, 40 hours
Temporary position July 1, 2017 – December 31, 2017**

The Bilingual Domestic Violence Counselor is a member of NELCWIT's hotline and counseling teams, and reports to and receives supervision from the Director of Counseling. This staff member offers crisis counseling, advocacy, and continued support for Latina/o individuals and families who have been affected by domestic violence.

Salary: \$15.00/hour - 40 hour work week

Position Classification: temporary, at- will, non-exempt

Primary Responsibilities:

1. Provide crisis intervention and short-term counseling for individuals and families who have experienced domestic violence.
2. Provide individual and group counseling, advocacy, and support for individuals and families who have experienced domestic violence.
3. Provide in-person crisis meetings with individuals seeking immediate assistance (walk-ins) as needed.
4. Provide advocacy for Latina/o clients who are seeking medical, housing, welfare, or other assistance.
5. Attend bi-weekly group supervision and weekly individual supervision meetings.
6. Attend other staff meetings as assigned by supervisor.
7. Maintain case records and complete all paperwork as required by agency and funding sources.

Other Responsibilities:

1. Provide hotline coverage per union contract.
2. Refer callers to services, including NELCWIT's individual counseling, crisis counseling, and support groups; shelter programs; safe homes.
3. Provide information and referrals to appropriate programs and services.
4. Provide housing, welfare, and other appropriate advocacy to clients as needed.
5. Participate in hotline team meetings, exchanging peer support and feedback.
6. Maintain daily contact log, confidential files, and agency records.
7. Participate in new staff and volunteer training.
8. All other job responsibilities consistent with job description and designated by supervisor.

Skills required:

Thorough understanding of the dynamics of domestic violence.

Basic computer literacy.

Qualifications:

Bicultural Latina/o, bilingual in English and Spanish.

Associates degree and/or relevant life and work experience preferred.

Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community.

Commitment to ending violence and promoting social change through actively fighting against racism, classism, homophobia, ableism, ageism, and all other forms of oppression.

Willingness to learn about and actively use multicultural awareness and understanding in daily work.

NELCWIT accepts applications by mail or email, please send cover letter and resume to:

NELCWIT
PO Box 520, Greenfield, MA 01302
Attn: Executive Director - Hiring Committee
Email: humanresources@nelcwit.org