

Position Announcement

Counselor/Advocate

Job Title: Counselor/Advocate

Division: PCAR

Department: Grants & Contracts

Reports To: Adams County Center Director

FLSA Status: Full-Time, Non-Exempt

Work Hours: Regular work hours

Travel Expectations: Limited travel required

Salary Range: \$37,000-\$42,000

Position Summary

The Counselor/Advocate will have a strong understanding of sexual assault and the many issues faced by survivors, as well as experience working with survivors of sexual abuse, assault, and harassment. The Counselor/Advocate will provide in-person and tele-counseling direct services to victims and their significant others, and conduct community outreach activities throughout Adams County.

Values Statement

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, abuse, and assault within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Essential Duties and Responsibilities

- Maintain client confidentiality.
- Provide client-centered and trauma-informed crisis counseling, individual and group counseling, legal and medical advocacy/accompaniment, individual advocacy, and referrals to other community services. All services will be provided both in-person and through tele-counseling.
- Provide after-hours hotline coverage and in-person advocacy/accompaniment to hospitals and police departments as necessary.
- Maintain/update client files and complete statistical reports as required. Enter data into

the ETOSystem.

- Participate in case management and supervision meetings as required.
- Participate in community outreach activities such as prevention programs, community awareness events, media interviews, etc. to raise awareness regarding sexual abuse, assault, and harassment and the availability of services to victims, survivors, significant others, and the Adams County community.

Supervisory Responsibilities

None

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in social work, counseling or related field from an accredited college or university and/or relevant professional experience working with survivors of sexual abuse, assault, and harassment.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Basic math skills are those that involve making calculations of amounts, sizes, or other measurements. Core concepts like addition, subtraction, multiplication and division. Ability to interpret graphs.

Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

- Experience in the provision of crisis intervention, supportive counseling, advocacy/ accompaniment, and community outreach.
- Ability to work with ease with every member of the community, including people of all ages, races, creeds, gender identities, ethnicities, colors, national origins, marital statuses, sexual orientations, physical or mental abilities, cultures, language abilities, classes, economic statuses, education-levels, and HIV statuses.
- Ability to work flexible hours including evening and weekend hours as necessary.
- Ability to present oneself in a professional manner, as well as excellent interpersonal, communication (verbal and written), and organizational skills.
- Accept and abide by the mission and core values of Respect Together.
- Ability to function independently and as a member of a team.
- Ability to work cooperatively with other service professionals and community organizations.
- Must obtain Child abuse History Clearance, Pennsylvania State Police Criminal Clearance, and FBI fingerprinting.
- Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past two years.
- Must have proficiency with the technology necessary for the functions of the position.
- Travel throughout Adams County as necessary. Must have valid driver's license and required insurance coverage.
- Access to telephone, computer, internet, and reliable transportation.

Certificates, Licenses, Registrations

Not applicable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee is occasionally required to move/transport objects up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

This job description is a summary and is not meant to cover every aspect and detail of the position. PCAR may add, delete, change, or modify any part of this position within the parameters of VOCA funding at any time. PCAR will may reasonable accommodation for known physical or mental limitations of a qualified employee/applicant with a disability providing the accommodation does not impose an undue hardship or significant risk of substantial harm to the individual, others, PCAR's operations, or upon the quality of service.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **May 24, 2024**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States - and beyond - that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

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Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.