

Safe Harbor
Domestic Violence Program
Seeking Shelter Counselor

Position Title: Shelter Counselor

Location: Greenville (some travel to other counties)

Reports to: Program Director

FLSA Status: Exempt/Fulltime

Primary Function: This position will work with the Program Director to provide counseling/case management services to resident clients of Safe Harbor. The goal is to assist victims of domestic violence and maintain lives that are safe, healthy and fulfilling.

Minimum Qualifications:

Bachelor's Degree in sociology, social work, counseling, psychology or related field

Some counseling/case management experience desired.

Ability to relate to individuals and groups in an empathetic, non-judgmental manner.

Knowledge of the dynamics of domestic violence.

Possession of a valid South Carolina driver's license, an automobile that can be used during working hours and adequate insurance.

Ability to work flexible hours, including some night work.

Ability to speak Spanish preferred.

Responsibilities:

Provide crisis counseling, case management, advocacy and individual counseling for clients

Handle Crisis Calls – shelter intakes

Provide case management for clients

Provide clients with resources and referrals to other community agencies

Refer to Legal Advocate for Order of Protection

Documentation/Paperwork for Client Files

Facilitate meaningful and appropriate educational group sessions for clients.

Attend staff and supervisory meetings as scheduled.

Maintain effective and cooperative relationships with agency staff and volunteers. Work in tandem with other team members

On-call approximately once monthly for a week at a time

Be available to do speaking engagements in the community.

Protect confidentiality of clients at all times.

Other activities as may be required by your supervisor.