



## PER DIEM PART-TIME COUNSELOR JOB DESCRIPTION

### Position Summary:

The Part-Time Counselor (PTC) will work under the supervision of the Allen Women's Resource Center Social Work Supervisor. The PTC will provide crisis intervention services to domestic violence victims and their families. The PTC will be expected to learn and integrate a trauma-informed, client-centered approach in working with clients and will be responsible for establishing and overseeing shelter operations overnight and during the weekend, and during the day and night shifts on weekends.

### Responsibilities:

- Conduct hotline pre-screenings, and intake assessments with potential residents.
- Answers phones and makes referrals where necessary.
- Perform data entry into the shelter referral and placement system (SORTS) and provide necessary documents and reports to city and state funding sources.
- Provide program coverage and attend to resident needs during shift.
- Provides oversight of the use of the laundry area, kitchen, and recreation rooms.
- Maintains written hourly log of all activities in the facility during a shift.
- Assist clients with self-administered medication by providing access to all prescribed medication at appropriate times, encouraging the correct use of medication, logging medication taken and assuring proper storage in a locked area
- Ensure the safety of the facility and the residents.
- Assess client's safety and needs and collaborates with residents to formulate short and long-term goals and objectives for clients; maintain relevant and meaningful case/service plans that will address needs and attain desired outcomes, including helping residents to develop a safety plan.
- Ensure that the facility's daily census is adequately completed and submitted to the city agency.
- Participate in monthly staff meetings and/or training.
- Assist in the daily operations of the shelter and other duties as assigned.

### Qualifications:

- High School Diploma or GED; Associates degree preferred.
- 1-year experience in a housing or emergency shelter, or group home setting.
- Must demonstrate sensitivity towards understanding victimization, specifically the experiences of domestic violence survivors.
- Experience working with domestic violence survivors is preferable.
- Strong communication skills.
- Ability to work under pressure in a calm and reassuring manner
- Ability to work independently and make sound decisions.
- Able to work a flexible schedule.

### Program Type: Per Diem; 12-Hour Shifts

- Monday – Friday, 7:00 p.m. - 7 a.m.
- Weekends – Day Shift (7:00 a.m. – 7:00 p.m.); Night Shift (7 p.m. – 7 a.m.)

**Pay Rate:** \$15.30 per hour

**Allen Women's Resource Center**

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