JOB DESCRIPTION
Bilingual Counselor

A professional who provides client-centered, trauma-informed and empowerment-based advocacy, counseling, information, referrals and related services to victims of domestic violence and their children. The Bilingual Counselor will work across departments to provide a seamless approach to integrated client services that incorporates promising practices and leads to positive outcomes.

Qualifications:
Bilingual (Spanish/English) and a Bachelor’s degree are required. Prefer experience in the field and/or in a similar position, prior group facilitation, ability to work independently; excellent oral and written communication skills; and experience working with diverse populations. Local travel may be necessary, reliable transportation required.

Primary Responsibilities:
- Provide individual counseling and crisis intervention
- Develop individual safety plans with all clients
- Provide information, referrals and advocacy
- Provide assistance and advocacy for Spanish speaking individuals as they navigate Civil and Criminal Court proceedings
- Provide outreach to victims referred through the Lethality Assessment Program (LAP)
- Serve as a liaison and advocate for individuals as they navigate various community service providers
- Develop and facilitate support groups for Spanish speaking individuals
- Network with other agencies to increase knowledge of our services
- Ensure client confidentiality as outlined in the Center’s Confidentiality Policy

General and Related Responsibilities:
- Assist in additional agency operations as requested.
- Actively participate in staff trainings and meetings.
- Acquire and maintain certification as a Domestic Violence Counselor.
- Represent PCC at community meetings as requested.
- Attend CCADV meetings/trainings as required.
- Assist in fundraising and community awareness activities and agency functions.
- Record and compile statistics as required.
- Perform related duties as required and/or deemed necessary.

This position is full-time and is non-exempt from the provisions of wage/hour laws. The Bilingual Counselor reports to the Director of Advocacy and Community Engagement. The schedule will vary and will include evenings and weekends.

Salary Range: $42,000 - $45,000 annually. If interested please contact: dderosier@prudencecrandall.org

Prudence Crandall Center, Inc. is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document or statement of the employer.