



## **BILINGUAL DOMESTIC AND SEXUAL VIOLENCE COUNSELOR ADVOCATE Job Description**

**Organization Description:** NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer shelter referrals, counseling, education/prevention, advocacy, a children's visitation program and economic empowerment initiatives to survivors of domestic and sexual abuse. As an antiracist, multicultural organization, NELCWIT also joins with and mobilizes other groups and individuals who are working to end domestic violence and sexual abuse, ensure human rights, and create social change. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees are members of the local SEIU 509.

**Job Summary:** The Bilingual Domestic and Sexual Violence Counselor/Advocate is a member of NELCWIT's counseling and advocacy team. This position provides crisis support and short-term counseling and advocacy for individuals and families whose lives have been impacted by sexual or domestic violence. This position must be able to provide all our services fluently in both English and Spanish. The position is based in our Greenfield office (remote during COVID). This is a full-time (35 hours per week) non-exempt position and is part of NELCWIT's collective bargaining unit.

### **Essential Job Functions**

- Provide individual and group support services, crisis intervention and short-term counseling for individuals and families who have experienced domestic and dating violence, sexual assault, and stalking.
- Develop plans for supporting clients, including safety plans, and provide information and referrals for on-going services.
- Provide medical, police, and legal advocacy for clients.
- Provide resources and referrals to survivors regarding housing, basic needs, and other community support services.
- Provide crisis counseling and support for survivors of domestic and dating violence, sexual assault, and stalking who walk in for crisis intervention without appointments as needed. ● Provide counseling and advocacy on NELCWIT's crisis line for survivors of domestic and dating violence, sexual assault, and stalking as needed.

### **Program**

- Provide individual and group support services, crisis intervention, and short-term counseling for individuals and families who have experienced domestic and dating violence, sexual assault, and stalking.
- Develop plans for supporting clients, including safety plans, and provide information and referrals for ongoing services.
- Provide resources and referrals to survivors regarding housing, basic needs, and other community

support services.

- Provide crisis counseling and support to survivors of domestic and dating violence, sexual assault, and stalking who walk in for crisis intervention without appointments as needed. ● Provide counseling and advocacy on NELCWIT's crisis line as needed to survivors of domestic and dating violence, sexual assault, and stalking.

#### **Administration**

- Maintain case records and other data required by the agency.
- Complete all paperwork as required by agency and funding sources.

#### **Other Responsibilities**

- Attend mandatory staff anti-racism meetings.
- Provide emergency coverage for daytime crisis line and direct services when necessary. ● All other job responsibilities consistent with job description and designated by supervisor.

#### **Qualifications:**

- Must be fluently bilingual (Spanish-English)
- An Associate's degree or higher in a relevant discipline and/or relevant life and work experience.
- Basic computer literacy and willingness to use data entry software programs for data collection. ● Knowledge of Franklin County area and resources.
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community.
- Commitment to social change through active participation in undoing racism, classism, homophobia, ableism, ageism, and all oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.
- Commitment to ending violence.

**Position Status:** Union position, 35 hours per week.

**Position Reports to:** Program Manager

**Hours of Employment:** M-F, 9-4 p.m. Occasional weekends and evening hours.

**Start Date:** Immediate

**Pay Scale:** \$17.25 per hour

#### **Benefits:**

- Health Insurance Employer pays 70% of monthly premium of Health New England plan
- Dental Insurance: Optional, 50% monthly premium paid by employer
- Health Flex Spending Account: Optional pre-tax employee deduction
- 403(B) Retirement: 1% of employee salary automatically contributed by employer ● Short- and Long-Term Disability: Employee is eligible after 6 months of employment. Paid for by ● employer.



The policies of NELCWIT prohibit any form of unlawful discrimination on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law with respect to employment, volunteer participation and the provisions of services.

12 paid holidays and

- generous paid time off starting at 6 weeks per year and increasing with seniority.

**NELCWIT accepts applications by mail or email. Incomplete applications will NOT be considered.** Send cover letter and resume outlining your qualifications to:

NELCWIT  
Attn: Bilingual Counselor Hiring Committee  
PO Box 520,  
Greenfield, MA 01302

OR

Email: [jobs@nelcwit.org](mailto:jobs@nelcwit.org)  
(Please put the title of the position in the subject line)

**Closing Date for Resumes: Open until filled.**

**NELCWIT is scent/fragrance free environment.**

**NELCWIT is an equal opportunity provider and employer. People of color are encouraged to apply.  
AA/EOE/ADA**



The policies of NELCWIT prohibit any form of unlawful discrimination on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law with respect to employment, volunteer participation and the provisions of services.