

# **JOB OPENING - Haven House Inc.**

## **DOMESTIC VIOLENCE COUNSELOR/THERAPIST**

Nonprofit domestic violence services agency

Haven House, Inc., which provides domestic violence services and shelter for all of Sandoval County, is seeking motivated, dedicated individuals for Domestic Violence Legal Advocate, to provide domestic violence victims with information, assistance, and support related to actions in the civil or criminal court systems pertinent to their domestic violence situations.

Requirements: High School Diploma/GED and provider-specific crisis intervention training. Must be extremely reliable and possess excellent staff-client professional boundaries. Skills in written documentation/record keeping and interviewing. Must be able to pass a background check. Experience with New Mexico Legal system and at least one-year additional experience servicing the target population. Bilingual Preferred (Spanish).

Job duties: As appropriate for individual domestic violence (DV) victims' needs and wishes, provide Crisis response/intervention by phone and in person, domestic violence education and information, information about legal systems and judicial processes, information and assistance in filing for and obtaining orders of protection, assistance in preparing for court hearings, and accompaniment to court, notifications of upcoming hearings and other relevant court/legal activities, assistance with initial and ongoing safety planning, advocacy to ensure that DV victims' legal rights are upheld in the courts, referrals to, and advocacy with, Haven House's partner agencies for attorney services (New Mexico Legal Aid), information on the non-legal-advocacy services of Haven House and other DV agencies such as CVAU, inform eligible clients of the Human Services (HSD)/Income Support Division (ISD) or tribal services assistance to families in eligibility determination for Medicaid and other services provided through HSD or tribal services, and developing an appropriate service plan with specific goals and objectives and other necessary documentation.

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*Please send resume and letter of interest  
by email to [roberta@havenhouseinc.org](mailto:roberta@havenhouseinc.org)*

*Due to our current work volume, we cannot take or return phone calls related to this ad.*

INTERVIEWS WILL BEGIN IMMEDIATELY.

**Haven House is an equal opportunity employer.**