



**Safe Haven of Greater Waterbury, Inc.
Personnel Committee
Job Description**

Title: Bi-lingual Prevention Advocate/Counselor (Spanish or Portuguese)

Reports to: Associate Director

Job Analysis:

Partner with survivors of violence to identify areas of protection, safety and support. Services will be provided to all individuals who are or have experienced sexual assault, trafficking, domestic abuse and/or domestic violence. The Prevention Advocate/Counselor will focus on communities who identify as Latinx providing comprehensive services across the lifespan to survivors and their families. Providing a commitment to actively work in partnership with clients to meet their needs and preserve their right to autonomy.

General Duties:

1. Crisis intervention, counseling and support services by telephone, in person to victims/survivors and their families.
2. Provide information and assistance regarding the application for victim compensation through The Office of Victim Services.
3. Will provide information and assistance in registering for CT SAVIN – victim notifications.
4. Provide outreach, education and networking to culturally specific groups, agencies, churches etc.
5. Develop and research available resources in Spanish or Portuguese.
6. Translate pertinent materials into Spanish or Portuguese for clients or agency.
7. Attend required meetings and trainings for the ALLIANCE and CCADV on an annual basis.
8. Provide excellent and thorough customer service to all who connect to Safe Haven.
9. Assist all people experiencing or who has experienced violence identify and fulfill their needs.
10. Maintain client confidentiality subject to Safe Haven confidentiality policies and the provisions of CGS 52-146k privileged communications between domestic violence and sexual assault counselors and victims.
11. Obtain and document victim's permission to release information.
12. Accompany victims of crime to hospitals, police departments, and court while providing crisis counseling, information and referrals, assistance with crime victims compensation claims, criminal justice advocacy and personal advocacy.
13. Provide concrete case management and access to internal and external resources.
14. Work with clients to develop and maintain relevant and meaningful case plans.
15. Refer clients to other agencies and resources and advocate directly with other agencies as needed to help client access necessary services.
16. Maintain service partnerships with referral agencies.
17. Keep informed on all services, referral services, legislation and policies regarding sexual assault and domestic violence.
18. Provide coverage for crisis calls and/or walk-ins as needed.
19. Keep accurate service records and prepare timely and accurate statistical reports on a quarterly basis through daily reporting.
20. Provide coverage of on-call shifts or afterhours assistance as needed.
21. Facilitate support groups as needed.
22. Represent Safe Haven at local, state and national meetings.
23. Make every effort to participate in case conferences and internal advocate training sessions.
24. Attend mandatory monthly staff meetings.

Job Description: Prevention Advocate/Counselor

25. Other duties as requested by Executive Director and/or other supervisors.

Knowledge and Skills:

1. Commitment to Safe Haven Mission, Values and Principles.
2. Commitment to providing client defined and trauma informed services.
3. Commitment and passion for social injustice and working to create a society without violence.
4. Fluent in speaking and writing Spanish or Portuguese and English.
5. Commitment to learning including an open and positive attitude towards ongoing learning and community building, to include both providing and receiving support and constructive feedback to fellow team members.
6. Certification as a domestic violence and sexual assault counselor (under CGS 52-146k). (provided once hired)
7. Comprehensive knowledge in working with diverse communities, particularly Latinx, people of color and low income populations and ability to deliver culturally competent services.
8. Comprehensive working knowledge and experience with the dynamics of domestic violence and sexual assault.
9. Comprehensive working knowledge of Safety planning/Victim Defined Advocacy.
10. Comprehensive knowledge of the dynamics of families where abuse and/or neglect is occurring.
11. Comprehensive knowledge of the Criminal Justice System.
12. Strong crisis intervention and counseling skills.
13. Ability to communicate clearly and effectively, both orally and in writing.
14. Ability to work and relate to a team work setting.
15. Ability to gather information from and assist a diversity of victims.
16. Driver's license and use of personal car for business purposes.
17. Bachelor's Degree or Associates Degree in social work, human services, public health, criminal justice or related field, required or in progress and/or equivalent work or experience preferred.
18. Must pass a criminal background and child abuse background check.

Job Type: Full Time

Salary: TBD based on experience

Benefits: Eligible after 60 days of employment

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off and Holiday Pay

Safe Haven is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please send your resume to Lee Schlesinger, Executive Director at lschlesinger@safehavenofqw.org

If you have any questions about the position please call: 203-575-0388

Resumes will be accepted until position is filled.