



<b>Position Title:</b>	Safe House Counselor/Advocate	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Transitions of PA	<b>Date Submitted:</b>	6/20/2023
<b>Site Address:</b>		<b>Travel Required:</b>	No
<b>Compensation:</b>	Living Stipend - \$18,000 Education Award - \$6,895	<b>Service Term:</b>	August 21, 2023-August 02,2023
<b>Host Site Supervisor:</b>	Residential Services Coordinator	<b>Email:</b>	Maeling_k@transitionsofpa.org
<b>Phone:</b>	570-523-1134	<b>Posting URL:</b>	www.coreamericorps.org
<b>Applications Accepted By:</b>		<b>Person and phone to contact for interview if different from supervisor:</b>	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org			
<b>Member Position Summary</b>			
<p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p>			
<p>The AmeriCorps Safe House Counselor/Advocate Volunteer provides direct services to primary and secondary adult and child victims of domestic violence, sexual assault, child abuse, and other serious crimes. This position requires providing counseling, on a one-to-one basis, through group facilitation, or via the hotline to empower individuals and strengthen families. The AmeriCorps Safe House Counselor/Advocate assists in overseeing the maintenance of safe house facilities. This position is full-time and may require evening and weekend hours. The AmeriCorps Safe House Counselor/Advocate Volunteer is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. This position does not replace any vacant position on the Transitions of PA organizational chart and is intended to supplement our current capacity in supporting victim survivors accessing our emergency safe house services.</p>			
<b>Duties and/or required training</b>			
<ol style="list-style-type: none"> <li>1. Promote interpersonal interactions and provide ongoing support for safe house guests.</li> <li>2. Admit victims of domestic violence and sexual assault to the safe house or hotel, following established intake procedures.</li> <li>3. Provide options and resources to safe house guests to encourage economic empowerment.</li> <li>4. Provide assistance to safe house guests with issues surrounding housing, assistance, employment, education, and transportation.</li> <li>5. Explain and enforce agency safe house guidelines and policies.</li> <li>6. Facilitate support/educational groups for safe house guests.</li> <li>7. Assist exiting safe house clients in acquiring necessary provisions for independent living.</li> <li>8. Keep inventory and maintain supplies, including food staples and other donated items, and oversee housekeeping in safe house.</li> <li>9. Collaborate with Safe House Department staff to inventory, sort, store, and distribute donated items to clients.</li> <li>10. Provide one-to-one empowerment counseling and group facilitation for clients, as assigned.</li> <li>11. Respond effectively to hotline calls.</li> <li>12. Collaborate with Transitions staff members about service provision and establishment of related policies and procedures.</li> <li>13. Complete and maintain required documentation in Efforts to Outcome (ETO) software.</li> <li>14. Attend staff meetings and in-service training.</li> <li>15. Perform other direct service-related duties as assigned and as allowable by funders.</li> </ol>			

**Prohibited Activities**

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

**Minimum Qualifications (Academic, Physical or Experience)**

1. Recommended: Bachelor's degree preferred, but will consider Associate Degree with one year of experience working with victims of domestic violence, sexual assault or other serious crimes or High School Diploma with minimum of 3 years' experience working with victims, and/or will train the right volunteer for the role.
2. Must be knowledgeable of, or capable of learning about domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
3. Must possess excellent communication skills and be computer literate.
4. Must have demonstrated ability, or willing to learn to train on how counsel individuals in crisis.
5. Must be familiar with community resources and knowledgeable about options available to victims and survivors seeking external community resources.
6. Upon commitment, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
7. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
8. Must have Act 34, Act 114, and Act 151 clearances.

**Proposed Weekly Schedule and Required Number of Hours per week.**

***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***

Yes  No

*I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.*

Member Name: \_\_\_\_\_

Signature of Member Accepting Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of AmeriCorps Staff: \_\_\_\_\_

Date: \_\_\_\_\_