



## DOMESTIC AND SEXUAL VIOLENCE ADVOCATE, NORTH QUABBIN

### 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, and a children's visitation program. 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.

**Job Summary:** The Domestic and Sexual Violence Advocate is a member of NELCWIT's counseling and advocacy team. This position provides support and short-term counseling, and advocacy for individuals and families whose lives have been impacted by sexual or domestic violence. This position is based primarily in our North Quabbin office with some services provided at our Greenfield office as needed. This is a full time (35 hours per week) union position.

### Essential Job Functions

- 1 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.
- 2 Develop plans for supporting clients, including safety plans, and provide information and referrals for on-going services.
- 3 Provide medical, police, and legal advocacy for clients.
- 4 Provide resources and referrals to survivors regarding housing, basic needs, and other community support services.
- 5 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.



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.



- 6 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 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.

## **Administration**

- Maintain case records and other data required by the agency.
- Complete all paperwork as required by agency and funding sources.
- Perform outreach in the North Quabbin area to inform the community about NELCWIT's services

## **Other requirements:**

- Attend mandatory staff anti-racism meetings
- Attend clinical supervision and group supervision meetings.
- Provide emergency coverage for daytime for daytime crisis line when necessary.
- All other job responsibilities consistent with job description and designated by supervisor.
- Basis computer literacy and willingness to use data entry programs for data collection.
- Knowledge of Franklin County and North Quabbin area and resources.
- English/Spanish bilingual a plus



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**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:** \$15.00 per hour. **Benefits:** Health Insurance Employer pays 70% of monthly premium of Health New England plan. Dental Insurance: Optional, Employer pays 50% of monthly premium

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.

12 paid holidays PTO: pooled time off may be used for sick time, vacation, personal, etc. During year 1-2, employees at 35 hours earn 4.0383 per pay equaling 6 weeks per year

**NELCWIT accepts applications by mail or email: Resumes without cover letter WILL NOT be consider**  
Send cover letter and resume outlining your qualifications. **Closing Date for Resumes: Open until filled.**

NELCWIT PO Box 520, Greenfield, MA 01302

Attn: Juan Carlos Aguilar - Hiring Committee

**Email: [JOBS@nelcwit.org](mailto:JOBS@nelcwit.org)**

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

**NELCWIT is an equal opportunity provider, and employer. People of color are encouraged to apply.**

**AA/EOE/ADA**



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