

**DASI**  
**Sussex County, NJ**  
Domestic Abuse & Sexual Assault Intervention Services

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**Position Title:** Advocate/Counselor

**Hours:** Full-time, exempt, on-site, primarily a daytime position with some evening hours and on call SART/DVRT coverage. Telecommuting for part of the position's weekly hours may be considered.

**Supervisor:** Assistant Director

**Job Summary:** Provide direct services (assessment, crisis intervention, education, support groups, information and referrals, supportive counseling, as needed) to survivors of domestic and sexual violence in person and on 24-hour Hotline.

**Responsibilities**

**Direct Service:**

- Provide direct services including assessment, supportive psycho-educational counseling, crisis intervention, advocacy, information, and referrals to survivors of domestic, dating, and sexual violence, stalking, and/or human trafficking, in a nonjudgmental manner using a trauma-informed and empowerment framework.
- Assess clients need for and assist with physical or emotional safety planning
- Manage requests for counseling services.
- Provide case coordination services to non-residential clients.
- Co-facilitate support groups.
- Availability to provide crisis intervention services to walk-in and established clients.
- Ensure appointment times are safe and convenient for client, providing occasional evening appointments as needed
- Represent DASI to the community and articulate the agency and policies and procedures.
- Provide shared on call availability and responsibility, 24 hours, 7 days a week for the Sexual Assault Response Team (SART) and the Domestic Violence Response Team (DVRT).
- Advocate on survivors' behalf as needed to link with appropriate community organizations and resources.

**Administrative:**

- Calculate and submit biweekly payroll to Personnel Manager.
- Participate in service evaluation process.
- Participation in program development.
- Compile and submit monthly statistics and staff reports in a timely manner.
- Participate in ongoing professional training.
- Maintain knowledge of existing resources/explore and share new resources.
- Attend statewide and community-based meetings and task forces as needed.
- Identify trends in client issues and needs.
- Employee eligible to document in client file.

**Training and Program Development:**

- Assist with community education and staff training as needed.
- Identify trends in client issues and needs. Recommend program additions/changes.
- Network in the community to strengthen and establish collaborative relationships.

### **Grant Application, Compliance and Reporting**

- Compile and report program statistics in a timely and accurate manner.

### **Supervision/Support**

- Participate in regular task supervision with the Assistant Director.
- Participate in ongoing domestic and sexual violence training.

### **Program and Agency Support:**

- Participate in special projects as needed.
- Assist Executive Director/Grants Writer in the preparation of grant proposals and special projects as needed.
- Attend agency functions.
- Attend agency case conferences, in-service training, and staff meetings.
- Participate in upkeep of shared staff areas to ensure a clean, safe work environment.
- Perform other essential duties as assigned.

### **Qualifications:**

- Bachelor's degree in social work, gender studies, counseling psychology. Experience in power-based violence, mental health, substance abuse preferred. Bilingual Spanish preferred.
- Computer literacy required (Microsoft Applications: Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Internet including social media platforms).
- Excellent interpersonal, organizational, and written communication skills required.
- Able to organize, prioritize, and work independently with minimal supervision.
- Flexibility in terms of hours requires some evenings/weekends.
- Demonstrate an openness to work within a strength-based framework of empowerment.
- Feminist analysis of domestic and sexual violence and of the economic, social, and emotional barriers encountered by survivors.
- Commitment to cultural humility, diversity and inclusion required.
- Completion of 80-hour domestic violence and sexual assault intervention course within three months

Valid Driver's License, proof of current auto insurance, and reliable vehicle available during work hours, driving agency van required at times.

***DASI reserves the right to change job duties and responsibilities as needed due to agency needs and/or funding conditions or requirements.***

***Salary Range: \$50,000***

**Benefits Summary: Medical, Dental, Vision, Life Insurance with employee contribution • Employee Assistance Program • Generous Paid Time Off • Pension & Retirement Savings Plan • Aflac Plans**

**Please submit resumes to: Gwen Federico, federico@dasi.org. Only qualified applicants considered for the position will be contacted. Thank you for your interest.**

DASI prohibits discrimination based on the following protected categories: race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, and disability.