



Position Announcement

Adam County Counselor/Outreach Advocate

Job Title: Counselor/Outreach Advocate

Department: Grants & Contracts

Reports to: Community Organizer

FLSA Status: Full-Time, Non-Exempt (This is a time limited position with the possibility for long-term employment.)

Work Hours: Regular work hours

Travel Expectations: Limited travel required

Salary Range: \$37,000 to \$42,000

Position Summary

The Counselor/Outreach Advocate will have a strong understanding of sexual assault and the many issues faced by survivors, as well as experience working with survivors of sexual harassment, abuse, and assault. The Counselor/Outreach Advocate will provide in-person and tele-counseling direct services to victims and their significant others, and conduct community outreach activities throughout Adams County. This is a time limited position with the possibility for long-term employment.

Essential Duties and Responsibilities

Other duties in addition to the ones listed below may be assigned.

- Maintain client confidentiality.
- Provide client-centered and trauma-informed crisis counseling, individual and group counseling, legal and medical advocacy/accompaniment, individual advocacy, and referrals to other community services. All services will be provided both in-person and through tele-counseling.
- Provide after-hours hotline coverage and in-person advocacy/accompaniment to hospitals and police departments as necessary.
- Maintain/update client files and complete statistical reports as required. Enter data into the ETO System.
- Participate in case management and supervision meetings as required.
- Work with the Community Organizer to present and/or coordinate community outreach activities such as prevention programs, community awareness events, media interviews, etc. to raise

awareness regarding sexual harassment, abuse, and assault and the availability of services to victims, survivors, significant others, and the Adams County community.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Travel requirements:

This position requires in-state travel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree in social work, counseling or related field from an accredited college or university and/or a minimum of two years of relevant professional experience working with survivors of sexual harassment, abuse, and assault. Experience with conducting outreach activities in community settings.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements:

1. Experience in the provision of crisis intervention, supportive counseling, advocacy/accompaniment,

and community outreach.

2. Ability to work with ease with every member of the community, including people of all ages, races, creeds, gender identities, ethnicities, colors, national origins, marital statuses, sexual orientations, physical or mental abilities, cultures, language abilities, classes, economic statuses, education-levels, and HIV statuses.
3. Ability to work flexible hours including evening and weekend hours as necessary.
4. Ability to present oneself in a professional manner, as well as excellent interpersonal, communication (verbal and written), and organizational skills.
5. Accept and abide by the mission and core values of PCAR.
6. Ability to function independently and as a member of a team.
7. Ability to work cooperatively with other service professionals and community organizations.
8. Must obtain Child abuse History Clearance, Pennsylvania State Police Criminal Clearance, and FBI fingerprinting.
9. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past two years.
10. Must have proficiency with the technology necessary for the functions of the position.
11. Travel throughout Adams County as necessary. Must have valid driver's license and required insurance coverage.

Certificates, Licenses, Registrations

Not applicable

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

This job description is a summary and is not meant to cover every aspect and detail of the position. PCAR may add, delete, change, or modify any part of this position within the parameters of VOCA

funding at any time. PCAR will may reasonable accommodation for known physical or mental limitations of a qualified employee/applicant with a disability providing the accommodation does not impose an undue hardship or significant risk of substantial harm to the individual, others, PCAR's operations, or upon the quality of service.

Salary Range

\$37,000 to \$42,000 depending upon qualifications.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by May 20, 2022. Complete job description available online.

Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Ensures that communities have access to quality victim services and prevention education by providing funding, training, materials and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- Works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. The NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and the ValorUS to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.