



Catalyst
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Domestic Violence Services

Position: Domestic Violence Crisis Intervention Counselor
Responsible to: Volunteer Program Coordinator
Job Summary: Provides prevention and intervention services to support Catalyst in reducing the incidence of domestic violence in our community.

Skills and Qualifications:

- Demonstrate commitment to the agencies mission and values;
- Document services provided to Catalyst participants on appropriate statistical form;
- Communicate effectively using skills such as:
 - Active listening; validation; empathic responding; respect for diverse cultures; other listening skills as covered in training;
- Utilize effective verbal and written communication skills to pass on significant information during or immediately after each shift. This information may include but is not limited to:
 - Pending HAVEN intakes; safety concerns; house maintenance; participant concerns or conflict;
- Attend a minimum of 4 in-service trainings per year.
- Sensitivity to issues surrounding domestic violence;
- Ability to work effectively with participants and callers in crisis;
- Excellent communication and organizational skills;
- Demonstrated ability to multi-task, work independently and as part of a team
- Completion of mandated 40-hour training;
- Ability to pass DOJ background check and *DMV record check (proposed)*;
- Willingness and ability to maintain safe vehicle and driving status, including valid driver's license and auto insurance, to use for transport of participants and self for job related duties.

Program Specific Responsibilities:

Housing Program and Hotline

- Direct services, including but not limited to: crisis intervention (hotline/in person), resource and referral, emergency transportation, HAVEN screening and intake, other transportation as needed;
- Provide office assistance to HAVEN staff, including data entry and phone calls.

Legal Advocacy

- Provide court accompaniment to participants;
- Provide assistance to participants during weekly Temporary Restraining Order clinics.

Children and Youth Program

- Assist Children and Youth Program staff in facilitating group play times and activities;
- Assist participants with childcare during house meetings, program activities, group counseling or other activities related to case management goals.

Community Education

- Share information about Catalyst services to community members during tabling events;
- Assist Community Educator with community presentations and trainings;
- Assist Community Educator and materials needed for presentations and trainings.

Drop-In Office and Administrative Support

- Provide crisis intervention and referrals to drop-in participants
- Provide office support such as: data entry, filing, office organization

Other Commitments:

- A fee of \$20 will be collected for training materials (unless otherwise agreed upon)
- Commit to six months of volunteer service with Catalyst. If unable to make six months commitment \$100 training fee will be due and payable to Catalyst;
- Staff crisis line 4 hours per week, and staff two evening on-call shifts (9pm-9am) per month or equivalent time in other programs;
- Notify Volunteer Program Coordinator in advance when unable to cover a scheduled shift via phone or email.

Compensation:

Travel reimbursement per personnel policy

I have read and understand this job description: _____

Signature

Date