

# Advocacy Based Counselor

### Position Description

The Advocacy Based Counselor position focuses on ensuring that survivors accessing domestic violence and sexual assault walk-in and helpline services receive crisis intervention, information and referral services, and basic medical and legal advocacy. Advocacy Based Counselors function as members of the service delivery team and have the authority to make day-to-day decisions about client cases and to help interns and volunteers provide professional, meaningful services.

### Responsibilities

The duties of this position include and are not limited to the following:

- Provide direct advocacy-based counseling services to walk-in clients and helpline callers during regular business hours
- Provide services primarily at the Downtown Support Center, but also may support clients at the Safe Shelter, the courts, law enforcement offices, Child Protection Services, the hospital, and at other safe locations throughout the Whatcom County
- Provide support to clients completing protection order petitions and attend protection order hearings to support clients
- Ensure immediate services for walk in clients and helpline callers, and provide first line back-up support to volunteers and interns who are on day-time help line shifts
- Oversee the cases of the walk-in clients and callers who are served by volunteers and interns and ensure that follow-up services and referrals are complete.
- Carefully document accurate records of client information and contacts and enter that information into various electronic databases
- Oversee the entry and documentation of the services provided by volunteers and interns on day-time helpline shifts
- Professionally connect with community service providers to maintain up-to-date information on all resources available to clients
- Maintain professional and positive relations with all systems that interface with clients.
- Take on-call shifts on a rotating schedule, approximately once every 1-2 weeks

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### Qualifications & Requirements

- BA or BS Degree in a related field and 3 years relevant work experience
- Experience working with survivors of domestic violence and/or sexual assault
- Experience and knowledge in both civil and criminal justice systems
- Excellent organizational skills, written and oral communication skills, and ability to work independently and as part of a team
- Ability to establish and maintain effective working relations with staff and associates
- Commitment to respecting individual differences and serving diverse population
- Proficient in MS software, Google docs, and comfortable navigating and using computers to improve job efficiency
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members
- Passion for ending gender-based violence

### DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence, sexual assault, and commercial sexual exploitation, and to lead the community toward ending those abuses of power.

### Pay Range

This is a non-exempt position that pays \$32,000—\$42,000 per year. Starting salary is generally offered within the beginning third of the pay range.

### Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [Mhoglund@dvsas.org](mailto:Mhoglund@dvsas.org).



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Bellingham, WA 98225  
Admin: 360.671.5714  
Fax: 360.647.6015 | [dvsas.org](http://dvsas.org)

**TOLL FREE**  
**1.877.715.1563**  
**24 HOUR HELPLINE**  
**1.360.715.1563**

accepts 711 and other relay calls  
Se habla español.