

The Women's Center, Inc.

Position Description: Third Shift Part Time Shelter Advocate

Part time. 16-24 hours per week. Duties include: Staff crisis hotline, which primarily includes crisis counseling for sexual assault and domestic violence issues, provides information and referrals and appropriate personal supplies, assess resident needs through regular supportive interactions, enforce house rules, admit and orient women to shelter including distribution and review of shelter packet and completion of exit forms, and ensure general housekeeping of the Shelter.

Qualifications: One of the following: BS in Social Welfare, Psychology, Social Services, or related field. Associate Degree related field plus two years relevant experience. Four years' experience in related field. Ability to communicate effectively with individuals and in a group setting. Flexibility and strong organizational skills. Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check. A valid PA driver license. Successful completion of The Women's Center of Columbia/Montour, Inc. counseling/advocacy training

Send resumes to:
The Women's Center, Inc.
Attn: Shelter Operations Coordinator
111 N. Market St.
Bloomsburg, PA 17815

E.O.E Victims of domestic violence/sexual assault encouraged to apply.