

INTIMATE PARTNER VIOLENCE THERAPIST

Full-Time

General Responsibilities:

1. Provide individual supportive counseling for domestic violence survivors.
2. Provide referrals for survivors as needed with approval of survivor's case manager/advocate.
3. Adhere to all degree licensing requirements.
4. Provide support, advocacy, and crisis counseling for survivors in residential and non-residential programs.
5. Document professional activities in case files and required documentation reports.
6. Enter units/instances of services into data base on a daily basis.
7. Conduct survivor assessments
8. Develop and implement individual survivor action plans
9. Keep up-to-date on domestic violence, stalking, sexual assault and human trafficking issues, laws and community resources.
10. Record client services on appropriate documentation forms.
11. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
12. Assist with training of new staff and volunteers.
13. Attend all scheduled staff and program meetings.
14. Allow flexibility in scheduling and job function.
15. Maintain confidential files and keep confidentiality of crime victims.
16. Attend conferences and workshops as deemed appropriate by supervisor.
17. Maintain respectful attitude toward program participants and co-workers.
18. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
19. Any other duties assigned by Supervisor.

Qualifications and Skills Required:

1. Professional skills: Master's Degree in Social Work or Counseling.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar.
3. Be empathetic and able to remain calm in a crisis situation.
4. Understand and follow empowerment model.
5. Able to respond supportively to persons in crisis and assemble relevant facts.
6. Has knowledge of and is interested in women's issues: particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.
7. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Office programs.
8. Possess a valid Michigan Driver's License.

To Apply:

Send resume and cover letter with salary expectations directly to Rachel Putnam-Farley at rpfarley@undergroundrailroadinc.org by November 29th 2017.

Equal Opportunity Employer, Minorities Encouraged To Apply

YOUTH/HOMICIDE THERAPIST

Full-Time

General Responsibilities

1. Provide individual supportive counseling to secondary victims of homicide and youth survivors of domestic and sexual violence.
2. Provide referrals for survivors as needed.
3. Conduct outreach by presenting supervisor-approved education, prevention or informational presentations.
4. Adhere to all degree licensing requirements.
5. Attend community affairs as a representative of the organization.
6. Document professional activities in case files and required documentation reports.
7. Facilitate assigned group counseling sessions and programs.
8. Enter units/instances of services into data base on a weekly basis.
9. Conduct survivor assessments
10. Develop and implement individual survivor action plans
11. Keep up-to-date on laws and community resources.
12. Record client services on appropriate documentation forms.
13. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
14. Attend all scheduled staff and program meetings.
15. Allow flexibility in scheduling and job function.
16. Maintain confidential files and keep confidentiality of crime victims.
17. Attend conferences and workshops as deemed appropriate by supervisor.
18. Maintain respectful attitude toward program participants and co-workers.
19. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
20. Any other duties assigned by Supervisor.

Qualifications and Skills Required

1. Professional skills: Master's Degree in Counseling or Social Work.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar.
3. Is able to respond supportively to persons in crisis and assemble relevant facts.
4. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Word and windows programs
5. Possess a valid Michigan Driver's License

To Apply:

Send resume and cover letter with salary expectations directly to Rachel Putnam-Farley at rpfarley@undergroundrailroadinc.org by November 29th 2017.

Equal Opportunity Employer, Minorities Encouraged To Apply.

TSH LEAD ADVOCATE

Full-Time

General Responsibilities:

- Respond to crisis calls as needed.
- Relieve RA staff as needed.
- Provide leadership, direction and supervision to assigned personnel. Responsible for the day-to-day supervision of domestic violence, sexual assault, youth advocate, housing advocates, interns and volunteers.
- Assist with training and development of new staff, interns and volunteers; make hiring and firing recommendations for housing advocacy staff as needed.
- Model the empowerment philosophy for housing advocates and ensure that URR advocates are meeting survivors where they are at in their journey and empowering them to make informed choices for themselves and their children
- Provide on-going performance feedback and accountability for housing advocacy staff. Maintain written performance documentation, provide and document corrective action as needed.
- Provide support and counseling for transitional housing participants. Which includes providing personal advocacy for guests with police, hospitals, prosecutor's office, DHHS, Friend of the Court, landlords, etc. as needed.
- Attend community affairs as a representative of the organization.
- Provide on-call support and emergency coverage for the Safety Center in addition to serving as an emergency responder to support victims in crisis through referrals from law enforcement and hospitals coordinated and dispatched through URR Helpline. On-call responsibilities will be for one-week intervals on a rotating basis. Schedule set by Program Director. Supervisors are responsible for back-up on-call if the person scheduled to be on-call needs additional assistance.
- Responsible for timely maintenance, updating, completing and submitting of all necessary record keeping and reporting. Ensure data entry into database is maintained daily and accurate. 11. Facilitate assigned group counseling sessions and programs.
- Keep up-to-date on domestic violence, stalking, sexual assault and human trafficking issues, laws and community resources.
- Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other
- Assign and coordinate housing advocate caseloads
- Act as a resource for housing advocates on mainstream and community referrals.
- Schedule and facilitate team meetings.
- Conduct TSH case file review and provide feedback to staff, report findings to supervisor.
- Attend all scheduled staff and program meetings.
- Allow flexibility in scheduling and job function.
- Maintain confidential files and keep confidentiality of crime victims.
- Attend conferences and workshops as deemed appropriate by supervisor.
- Maintain respectful attitude toward program participants and co-workers.
- Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
- Any other duties assigned by Supervisor.

Qualifications and Skills Required:

- Professional Skills: Bachelor's Degree in Social Work, Psychology, Human Services. Prior experience providing transitional housing services.
- Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts.
- Physical Qualifications: Ability to lift up to 50 lbs.
- . Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.
- Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.
- Computer Skills: Can utilize a personal computer and is familiar with Microsoft Word and Windows programs.
- Possess a valid Michigan Driver's License.

How to Apply:

Send email with resume, cover letter and salary expectations to rpfarley@undergroundrailroadinc.org by November 24th, 2017 at 5pm.

Equal Opportunity Employer, Minorities Encouraged to Apply.

RESIDENTIAL ADVOCATE

Underground Railroad Inc. - Saginaw, MI 48601
Part-time

Part-time hourly entry level position providing support and crisis intervention services to survivors of domestic and sexual violence in a shelter setting. We are searching for a staff member with a varied work schedule for 1st and 2nd shifts with 3rd shift fill-in, approximately 3 days per week.

General Responsibilities:

- Respond to crisis, information and referral calls.
- Provide guest support, crisis intervention, and maintain stability of the house and pet shelter.
- Conduct guest intakes and departures.
- Provide on-call assistance to TSH & PSH residents.
- Facilitate/arrange emergency responder on-call requests from police and hospitals.
- Maintain cleanliness and minor maintenance of residential areas.
- Maintain availability to guests to provide for their needs.
- Restock paperwork and supplies as needed.
- Provide guest assistance in completing routine chores, and when necessary complete chore.
- Coordinate and prepare shelter meals for guests.
- Assist with in-kind donations.
- Keep up-to-date on domestic violence, stalking and sexual assault issues, laws and community resources.
- Provide referrals for survivors as needed.
- Record client services on appropriate documentation forms.
- Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
- Assist with training of new staff and volunteers.

Attend all scheduled staff and program meetings.
Allow flexibility in scheduling and job function.
Maintain confidential files and keep confidentiality of crime victims.
Attend conferences and workshops as deemed appropriate by supervisor.
Maintain respectful attitude toward program participants and co-workers.
Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
Any other duties assigned by Supervisor.

Qualifications and Skills Required:

Professional Skills: Minimum of two years college in a Human Services curriculum and /or a survivor of domestic violence, sexual assault or stalking.
Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts.
Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.
Physical Qualifications: Ability to lift up to 50 lbs. Ability to cook and clean without any physical restrictions.
Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.
Possess a valid Michigan Driver's License.

How to Apply:

Fax cover letter & resume: Attn. Kari Tanney @ 989.755-3006 or email to ktanney@undergroundrailroadinc.org. No phone calls please.