



CHRYSalIS POSITION DESCRIPTION

Chrysalis is an Equal Opportunity Employer. It recruits and hires without regard to race, color, creed, religion, sex, national origin, age, veteran or disability status, sexual orientation, gender expression, or any factors prohibited by law and affirms in policy and practice to support equal opportunity in accordance with all applicable federal, state, and local laws.

Position Title: Part-Time/On-Call Client Advocate

Qualifications:

- Associates Degree or equivalent education and experience
- Experience and/or knowledge of domestic violence and women's issues
- Ability to perform Client Assessment and Crisis Intervention
- Ability to maintain working relationships with supervisor, co-workers, clients and community agencies
- Ability to communicate well verbally and in writing
- Ability to utilize effective organizational skills

Responsibilities:

- Report to Director of Residential Services
- Read and update staff log and bed log at the beginning and end of each shift
- Review client files and notes from weekly staff meetings weekly
- Participate as a member of the clinical team in providing services
- Provide counseling, screening, assessment, and, if necessary, refer crisis phone callers to appropriate referral agencies
- Perform intake interviews and new client orientation
- Provide further assessment, crisis counseling and case management as needed
- Participate in maintaining a clean and useable workspace
- Maintain an adequate numbers of intake folders
- Follow Chrysalis policy in regards to donations and assist in sorting donations as needed
- Demonstrate respect and appreciation to all volunteers, donors, and other community members and organizations
- Attend monthly, mandatory staff meetings
- Follow policy regarding shift coverage when taking time off
- Follow and maintain all ethical and professional guidelines as set forth in Chrysalis' Policies and Procedures
- Perform additional tasks as requested by management



Part-Time/On-Call Client Advocate

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

NOTE: Chrysalis Shelter for Victims of Domestic Violence, Inc. is an At-Will Employer and signing this position description in no way constitutes a contract of employment.