



## **Napa Police Department Domestic Violence Counselor Job Description**

**Status:** Full Time, non-exempt

**Reports to:** Executive Director & Program Director

**Benefits:** Full Fringe Benefits (Medical, Dental, Vision, 401K, Life Ins.)

**Annual Salary:** \$41,600.00

### **Agency Description**

Since 1981, NEWS has provided services to individuals and families who have been victimized, mistreated, and abused. As Napa County's only program exclusively for victims of Domestic Violence and Sexual Assault, NEWS provides comprehensive emergency services including confidential shelter, 24-hour triage and crisis intervention, crisis line and immediate response to victims at locations including the scene of the crime, law enforcement agencies and hospitals. NEWS also offers bilingual support groups, legal advocacy, housing advocacy and ongoing case management as part of range of services offered to victims of domestic violence. Please send resume & cover letter to [Tracyl@napanews.org](mailto:Tracyl@napanews.org).

### **Position Details**

The primary working space for this position is at the Napa Police Department. This position acts as liaison between the Napa PD and NEWS. This position requires working with the Napa Police Department Domestic Violence Detective in responding to residences where domestic violence incidents have occurred. This individual would be responsible for providing immediate advocacy to victims of domestic violence, assist with coordination of the 24 hour DVRT advocates to ensure proper coverage, attend trainings (some out of the area and or state), attend meetings, coordinate and conduct trainings/outreach at community events and for other agencies, assist in inputting data into databases, assist in completing grant reports, and assist in writing grants.

### **Additional Duties and Responsibilities**

- Conduct intake interviews with all prospective NEWS clients
- Provide initial assessment of NEWS families and out of agency referrals around safety and immediate needs (i.e. police reports, protective orders, food, shelter, etc)
- Make appropriate referrals to NEWS domestic violence and sexual assault support groups
- Develop and maintain accurate and current case management plans
- Maintain program records and statistics and collect data for reports
- Serve as liaison between NEWS and the community to promote collaborative relationships
- Sensitivity to adults and children in crisis
- Ability to work well with people from diverse backgrounds.
- Ability to maintain strict adherence to confidentiality
- Ability to display initiative an environment frequently charged with emotion and stress
- Treat all clients and callers with professionalism, positivity and sensitivity
- Attend all necessary agency meetings
- Attend NEWS events as an agency representative

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** BA degree from an accredited college and/or experience working as a case manager in the Health & Human Service field or Social Sciences. Experience in non-profit work preferred. Experience working with at-risk communities &/or domestic violence and/or sexual assault related issues preferred.

**LANGUAGE SKILLS:** Ability to communicate fluently in writing and orally in English and Spanish. Ability to read, analyze, and interpret case management notes. Ability to write case manager notes and shelter correspondences. Ability to effectively present information and respond to questions from supervisors, peers, general public, etc.

**COMPUTER SKILLS:** Ability to operate Microsoft Word and Excel for a variety of purposes. Ability to create, send, and reply to emails. Ability to use internet search engines. Ability to maintain accurate client records and statistics.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Domestic Violence and Sexual Assault Counselor Certificate (or successfully attain after hire). Valid California Driver's License required and current vehicle insurance.

**PHYSICAL DEMANDS:** Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 40 lbs. Employee must have the ability to work flexible hours when needed, this includes non-traditional work hours, days, and holidays.

**WORK ENVIRONMENT:** NEWS' mission is to provide a nurturing refuge for women and children suffering from domestic violence, and/or sexual abuse, and to be a catalyst for change through prevention, intervention and advocacy. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

**EQUAL EMPLOYMENT OPPORTUNITY:** NEWS believes that all persons are entitled to equal opportunity and that personnel or management decisions should be based on merit, qualifications, and the legitimate needs of the agency, and that the best qualified applicant or employee should be selected. The agency does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.