



Job Title:	Domestic Violence Counselor – Law Enforcement		
Department/Group:	Programs & Services	Reports to:	Law Enforcement Partnership Coordinator
Work Location:	Multiple Police Stations	Classification:	Non-Exempt, Essential

RESPOND Overview

RESPOND partners with individuals, families and communities to end the serious public health issue of domestic violence. RESPOND strives to achieve its mission through prevention, intervention and education services that promote safe, healthy relationships.

A pioneer in the movement to end domestic violence, RESPOND is New England’s first domestic violence agency and the second oldest in the nation. Its work began in the early 1970s, when four women from Somerville, Massachusetts started a grassroots effort to support victims of domestic violence by opening their own homes as safe havens for women fleeing abuse. In 1974, these “founding mothers” formed RESPOND, an organization that has provided life-saving shelter, support services, training and education programs to hundreds of thousands of members of the community since then.

Position Overview

Working with domestic violence survivors in the RESPOND, Inc. at police departments, the Domestic Violence Counselor provides crisis intervention and individual counseling, assists in the planning and coordination of services, and works collaboratively with other DV Counselors and agencies to provide a continuum of care. The Domestic Violence Counselors protects and affirms the rights and confidentiality of individuals while helping them achieve safety and independence and being responsive to their needs.

The Domestic Violence Counselor assists with helping victims to apply for restraining orders, and goes before the judge with them to be their emotional support. The Domestic Violence Counselor is unable to provide clients with legal advice, but makes sure to send them the appropriate referrals to lawyers and attorneys that are in their service area. They maintain valuable relationships with the Middlesex District Attorney’s Office, and sit in on a monthly High Risk Team meeting where they will collaborate with various DA’s, VWA’s, police officers and detectives, mental health counselors, DCF case managers and other domestic violence organizations to ensure that local mutual clients are receiving the best care possible.

- Primary Responsibilities:**
- General:**
- Works with domestic violence survivors in one-on-one meetings to provide crisis intervention and work towards safety and stability for clients.
 - Provides follow up services to victims named in police reports.
 - Safety planning.
 - Formally reports to court once a week to assist victims with restraining orders and provides court accompaniment outside of that designated day when needed.
 - Actively participates in monthly High Risk Team meetings.
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- Collaborates with various DA's, VWA's, police officers and detectives, mental health counselors, DCF case managers and other domestic violence organizations to ensure that local mutual clients are receiving the best care possible Works with PD, Court, VWA, to provide comprehensive victim services.
- Conducts intakes and assessments and coordinates entry into the RESPOND programs and/or shelter.
- Answers RESPOND's support line and provides emotional support, referrals and resources.
- Works collaboratively with the other DV Counselors, volunteers, and interns to contribute positively to the team and support clients fully.
- Effectively communicates issues (orally and through appropriate documentation) with the Coordinator and other staff (including assigned Admin-on-Duty and back-up) to ensure the delivery of quality services to individuals and families.
- Attends appropriate professional development opportunities.
- Develops relationship with local schools, after-school programs, DTA, healthcare providers, education resources, job training programs, housing resources, parenting groups and other entities in RESPOND's service area as well as statewide resources that support individuals and their children who have survived domestic violence.
- Maintains confidentiality by keeping identity, personal information, and location of clients private and not sharing with any third parties. This includes the identity and location of the shelter and scattered site apartments.

Customer Service:

- Intervenes during crisis to secure physical and emotional safety for the children.
- Monitors the spaces in to ensure safe family environment and play opportunities for children.
- Provides structure for and engages children when families need assistance.
- Greets and proactively assists all who enter the facility or event location.

Program Development:

- Participates with staff in ongoing development and refinement of program effectiveness, including but not limited to: providing assessment of program tools; designing new services or programs for individuals and children; networking with various service provider agencies; and writing and translating signs, agreements, documents or other publications as needed.
- Develop knowledge and familiarity with local organizations and resources that can support clients. This may include creation of collaborations or participation in working groups to strengthen the agency's services and partnerships.
- Identify needs and work with team to enhance program services and protocols.
- After professional development opportunities, present to staff with a summary of learned information and any relevant documents or resources.

Physical Facility:

- Oversees the security and safety of the facility during shifts.
- Responds to facility emergencies with the assistance of back-up.
- Facilitates the daily cleaning of the primary location and other RESPOND sites as needed, including the sanitation of work spaces.
- Maintains clean and professional space before clients arrive and resets after to same state
- Completes maintenance, minor repairs, and upkeep assignments as directed.
- Works with team to create and maintain information sharing and beautification spaces in the facilities.

Direct Service Support:

- Enters all appropriate case notes and data into collection systems in a timely manner.
- Manage a large caseload and update team on client needs and progress.
- Provide data and stories for marketing and development needs.
- Provides and submits accurate reports and time cards in a timely manner.

- Attends staff meetings, supervision, and trainings as required.
- Abides by all agency policies.

Other:

- All other duties as assigned.

Qualifications, Experience & Skills

QUALIFICATIONS and EXPERIENCE:

- Diploma from high school or HI-SET required, BA or 4 years equivalent work experience strongly preferred.
- At least one year case management experience working with individuals and families.
- CJIS certified or ability to be.
- Must have or be willing to obtain the 25-hr Domestic Violence Training Certification.
- Driver's License and access to reliable transportation for off site work.

Special Skills:

- Basic computer skills for communication and data entry.
- Ability to learn how to use multiple data bases to help to track crucial client information.
- Strong written and oral communication required. Second language(s) strongly desired/preferred.
- Ability to perform multiple tasks at one time. Excellent time management and organizational skills.
- Understanding of case management concepts and best practices.
- Proven ability to help individuals overcome barriers to achieve self-defined goals.
- Knowledge of and experience networking with service agencies and resources for individuals and families that have experienced trauma.
- Ability to work independently as well as contribute to a team work environment.
- Practice cultural sensitivity and ability to relate to persons of diverse backgrounds, such as the LGBTQ/T community and individuals with histories of substance abuse and/or mental health and different ethnic backgrounds.
- Trauma informed approach working with clients. Demonstrated sensitivity to the needs of those who have experienced or witnessed violence.
- Experience with crisis intervention, de-escalation and other high-stress situations.
- Ability to work with law enforcement and court systems.
- Knowledge of lethality/danger assessment and collaborative high risk case management.
- Experience and comfort with group facilitation and presentation skills, including public speaking
- Willingness to work to promote the goals of the agency.

Working Conditions

RESPOND provides essential services 24 hours a day, 365 days a year. This position is typically Monday-Friday 8am-4pm but requires flexibility, which may include working some nights depending on program needs. Any hours over 40 worked are eligible for overtime pay.

Job Type: Essential Services. Full-time/Non-Exempt

Salary: \$20.00 - \$22.00 per hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

RESPOND, Inc. is committed to building a culturally diverse staff that represents the populations we serve. RESPOND, Inc. celebrates diverse life experience and is proud to be an Equal Opportunity/Affirmative Action Employer (EEO/AA). Candidates who are bilingual/bicultural, of color, Native/Indigenous, with disabilities, who identify as LGBTQIA+, or who are members of other marginalized groups are strongly encouraged to apply.