

**The CARE Center**  
**JOB VACANCY NOTICE**

POSITION: Counselor 1/Advocate (STTARS Program)  
Waynesburg, PA

PAY GRADE: 12 (Part-time 32 hours with Single ACA Benefits)

WAGE: \$16.31/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides clinical intervention and intake services to children and adults with sexual assault issues, as well as support and guidance regarding the legal system and sexual assault issues.
- Performs comprehensive initial assessments and appropriate reassessments to determine level of care and service needs.
- Provides direct client services that include individual, family, and group counseling, legal and medical advocacy as needed.
- Conducts intakes, participates in program planning, treatment plan development and coordinating specific program needs as assigned.
- Collaborates with established community programs and agencies as client advocate within the social services network.
- Offers technical assistance to community organizations and represents the agency at public meetings as assigned.
- Prepares and submits all required program documentation and correspondence in an accurate and timely manner.
- Answer hotline calls and respond to medical advocacy calls and provide support and information and referral to survivors and significant others,
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.
- Provides program and referral information about the Crime Victim's Compensation Program to each service recipient.

**QUALIFICATIONS:**

- Bachelor's Degree in Social Work, Psychology or related social services field from an accredited college or university required; one year related experience preferred. Master's Degree preferred.
- Demonstrated ability to obtain vital information during an interview to make proper recommendations;
- Demonstrated knowledge of financial entitlement programs and available social services.
- Demonstrated organizational skills
- Demonstrated ability to establish and maintain effective working relationships with internal staff providers and other social service agencies.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program
- Ability to transport oneself as program needs dictate.
- Ability to communicate with effectiveness both orally and in writing.
- Ability to understand and follow supervisory direction.
- Ability to display an understanding and compassionate attitude communicating with consumers.
- Ability to work independently following established policies and procedures.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: **POSTING# 18102-NO LATER THAN APRIL 8, 2018.**

EQUAL OPPORTUNITY EMPLOYER