



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	Peer Counselor	<b>Job Category:</b>	Administrative
<b>Classification:</b>	Office Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$17.51	<b>Position Type:</b>	Full Time 32 Hours a week
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Program Coordinator		
<b>Benefits:</b>	9 paid pro-rated holidays, 121.6 hours of paid time off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

## Applications Accepted By:

### E-mail:

Applications@alliance4you.org  
 Subject Line: VCC Peer Counselor  
**Attention: Human Resources**

## Job Description

### Role and Responsibilities

Provide crisis intervention, support, counseling, and case management to victims of domestic violence and sexual assault in both the community office and shelter locations. Bilingual (Spanish) and bicultural preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

### Qualifications and Education Requirements

#### Education/Experience:

- High School Diploma/GED
- An Associates Degree in psychology, social work, or a related field or certificate in Substance Abuse Counseling and/or two years of experience providing case management services or counseling to survivors of domestic violence or sexual assault.

#### Knowledge of:

- Domestic violence and sexual assault
- Group facilitation techniques
- Crisis intervention or counseling techniques
- Criminal justice systems and community resources
- Office Equipment Operation (phone, fax, copier, etc.)
- Computers and Software Programs (Word; Excel; Internet);
- Trauma-Informed Care;
- Current social, economic and health problems and of human behavior and social functioning.





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## Crisis Intervention & Counseling

- Responds to victims of crime to reduce levels of trauma and provide support on the hotline during crisis intervention and counseling sessions
- Provides peer counseling for victims
- Provides peer counseling to children of victims, as appropriate
- Provides assessments for other MCS/VCC services including shelter, legal and counseling services and referrals as appropriate
- Responsible for referring individuals to appropriate community resources for additional counseling and assistance
- Responsible for ensuring all counseling/crisis intervention documentation is completed in a timely manner.
- Responsible for facilitating weekly support groups
- Provides client transportation when needed and travels for normal business related tasks, meetings and trainings.

## Case Management

- Assess clients current and long term needs
- Assists in developing a case management plan
- Provides advocacy on behalf of client with community resources and social service agencies as needed
- Seeks to empower the client to self-advocate and work independently to meet their goals.

## Community Awareness and Training

- Provides presentations and training on all aspects of domestic violence and sexual assault
- Other duties as assigned

## Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough;
- Communicate effectively orally, electronically and written with individuals and groups in stressful situations
- Work effectively with limited supervision and foster a team atmosphere;
- Prioritize work and exercise good judgment, schedule and manage workload;
- Keep accurate documentation/case files and statistical data;
- Effectively communicate with individuals from diverse socioeconomic and cultural backgrounds;
- Demonstrate comfort and expertise in operating computers and other technology;
- Establish and maintain effective working relationships with clients, co-workers and the general public;

## Physical Requirements:

- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time





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- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance

*Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.*

*Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.*

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:		Revised Job Description Date:	

**\* Upon Hire, this will be signed and dated by the applicant. \***

Signature

Date

