

**COUNSELOR/ADVOCATE  
Civilian Advocate to work with Pittsfield and Adams  
Police Departments**

*Elizabeth Freeman Center (EFC) seeks a passionate counselor/advocate as a civilian advocate to assist survivors of domestic violence, sexual assault and stalking referred through our work with the Pittsfield and Adams police departments or who live in the covered communities. The civilian advocate also serves as a resource to the departments for information, referral, training and follow-up. The position includes community education and outreach.*

**Primary responsibilities:**

- Meet with our liaisons at the Adams Police Department (APD) and the Pittsfield Police Department (PPD) to review and receive police reports and contacts concerning domestic violence, sexual assault or stalking incidents
- Provide survivors of domestic or sexual violence with support, advocacy, and assistance, including:
  - assessing survivors' needs and providing assistance to meet those needs
  - offering individual counseling and support groups
  - safety planning
  - advocating on issues of housing, benefits, income maximization, children, education, mental health and medical access, and more
  - referring victims to services including other EFC services and community resources, with follow-up as appropriate
- Work with APD and PPD staff to provide cross-training to coordinate law enforcement response and survivor services response
- Contribute to outreach and collaboration efforts, including working with community partners, providing community education, disseminating program outreach materials, and tabling at community events
- Serve as the program contact person for grant-related issues, including the preparation of grant reports
- Maintain professional relationships with APD and PPD as well as appropriate boundaries with individuals receiving EFC services
- Maintain excellent records in agency database, and adhere to strict guidelines to ensure client confidentiality
- Complete all other duties to further EFC's mission and to ensure that survivors are safe and are provided with professional, empathetic, affirming services within the context of the agency's mission and consistent with grant and legal requirements

**Preferred qualifications:**

- Experience with, or commitment to, working with survivors of domestic and sexual violence
- Experience working with law enforcement communities
- Ability to work well independently and as part of a team
- Aptitude for emergency response
- Skill in and enthusiasm for community outreach
- Strong written and spoken communication, and proficient computer skills
- Bilingual (English-Spanish) preferred
- Must successfully pass Criminal Record Check-CORI, be determined suitable to work with minors, pass the test to access police records, have valid Massachusetts driver's license and reliable transportation, and be willing to transport survivors when safety is not an issue

**Work Hours:**

40 hours per week. Occasional evening and weekend work required for outreach and counseling activities.

**Compensation and benefits:**

Elizabeth Freeman Center is committed to working for economic and social justice for staff as well as clients and believes in offering all staff competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. This position currently begins at \$24 per hour (\$49,920 annually) with additional hourly increments for bilingual capacity in Spanish and other frequently used languages, special skills and education, plus a year-end stipend depending on funding. EFC pays 85% of health insurance premiums and contributes to an FSA. We have generous paid leave as well as other benefits.

**Applying:**

To apply, please send cover letter and resume to [jobs@elizabethfreemancenter.org](mailto:jobs@elizabethfreemancenter.org). Deadline is rolling until position is filled.

*EFC is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.*