

SITE SUPERVISOR AND COUNSELOR/ADVOCATE

Great Barrington office

Elizabeth Freeman Center (EFC) seeks a passionate counselor/advocate to work in its Great Barrington office as the site supervisor and to provide counseling and advocacy for survivors of domestic and sexual violence. This position could include participation in our LGBTQ Access Project.

Responsibilities:

Office Leadership

- Oversee daily office operations and needs of the Great Barrington office
- Support staff, coordinate schedules, and make sure the office has adequate coverage
- Assign client cases and help staff address day-to-day needs
- Represent EFC at local meetings, events, and community activities

Counseling and Advocacy

- Provide emotional support, counseling, and advocacy to survivors of domestic and sexual violence
- Help survivors identify their immediate needs and connect them with support
- Work with survivors to develop safety plans
- Provide individual counseling and support groups
- Help survivors access housing, financial assistance, benefits, healthcare, education, and other resources
- Connect survivors with EFC programs and community services, including legal assistance and court support

Community Outreach

- Build and maintain relationships with local organizations and community partners
- Participate in community events and outreach activities
- Share information about EFC's services and help raise awareness about domestic and sexual violence

Other Responsibilities

- Keep accurate and timely client records
- Protect client privacy and confidentiality
- Maintain professional boundaries and follow EFC policies
- Work with the EFC team to provide trauma-informed services

Qualifications

We are looking for someone who:

- Cares deeply about supporting survivors of domestic and sexual violence
- Understands the importance of providing holistic, accessible, trauma-informed, strength-based victim services and advocacy
- Is committed to supporting people from different backgrounds and life experiences, including LGBTQ+ individuals, immigrants, people with disabilities, and people living in rural communities
- Has experience working with adult or child survivors of domestic or sexual violence
- Ability to speak both English and Spanish
- Has an associate or bachelor's degree. Relevant work or lived experience may be considered in place of a degree
- Has strong organizational and communication skills
- Can work independently and as part of a team
- Is comfortable working with community organizations and partners
- Has basic computer skills and can maintain accurate records
- Must pass a criminal background check (CORI) and be approved to work with children
- Must have a valid Massachusetts driver's license and reliable transportation

Work Schedule

40 hours per week. Some evening and weekend hours may be needed for counseling or community events.

Pay and Benefits

The salary range for this position is \$58,240 to \$62,400.

EFC offers:

- Health insurance, with EFC paying 85% of premiums
- Flexible Spending Account (FSA) contributions
- Generous paid time off
- Training and professional development opportunities
- A supportive team and the opportunity to make a meaningful difference in people's lives

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadlines are rolling until position has been 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.