



URSULA FOREM FELLOW

DEPARTMENT: Counseling Services
REPORTS TO: Mobile Advocate
HOURS/STATUS: Full time/Exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Ursula Forem Fellowship is a prestigious two-year grant-funded Fellowship through the NYS Office for the Prevention of Domestic Violence. The Ursula Forem Fellow will serve as a key member of the Willow Center Team and will complete rotating residency in Willow Core Programs, providing direct service and identifying barriers faced by survivors. The Fellow will provide crisis counseling, advocacy and support to clients using a solution focused, trauma informed approach. The ideal candidate is survivor-centered and will have excellent interpersonal and communication skills, as well as familiarity with a systems-level approach to assess and identify needs. This position is full time (37.5 hours per week) and pays \$30,992 annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete a rotating residency in Willow Core Programs.
- Provide support, crises intervention, safety planning, counseling, domestic violence education, advocacy and court accompaniment to survivors of domestic violence, sexual assault, dating violence and stalking.
- Assess survivor needs, provide referrals and facilitate connections with Willow residential and non-residential programs as well as other community support services. Facilitate intake process for new referrals for community support.
- Provide timely documentation for client files and program statistics.
- Develop and implement a comprehensive assessment tool including but not limited to a survey of survivors, staff and community partners to help inform and identify system barriers (including legal and medical barriers)
- Develop strategies to achieve buy-in from key stakeholders.
- Take a lead role in planning and facilitating a domestic violence conference to present findings and develop a community-wide collaborative plan to address system barriers. Conduct outreach efforts. .
- Attend and participate in Rochester/Monroe Co. DVC and Willow Prevention Education Task Force meetings.
- Maintain confidentiality and complete all job functions in an ethically and culturally competent manner.

DOCUMENTATION AND REPORTING

- Submit all appropriate documentation to funding agencies in adherence with their guidelines.
- Using agency software, complete timely and accurate documentation of all services provided to clients and their families.

OTHER DUTIES AS ASSIGNED

- Participate in all Counseling Center and agency meetings
- Attend and participate in pertinent agency and community meetings and trainings.
- Any other duties as may be assigned.

QUALIFICATIONS

- Bachelor's Degree in Social Work or related field.
- Candidate must be new to the field of domestic violence and not previously worked in the field or for another provider/program.
- Excellent written/oral communication and computer skills (Microsoft Office suite) required.
- Position requires the ability to work well with a variety of systems, as well as maintaining discretion and confidentiality.
- Adaptable and flexible.
- New York State Driver's License not in jeopardy of being revoked.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.