

## Position Description – Counseling and Advocacy Coordinator

**Position Summary:** The Counseling and Advocacy Coordinator provides counseling, advocacy and support for LGBTQ+ individuals who have been victims of violence and coordinates all violence and trauma-related service initiatives and activities of the Milwaukee LGBT Community Center. This individual conducts outreach and education related to discrimination, bias and various types of violence as they are experienced by and impact LGBT individuals and communities. The Counseling and Advocacy Coordinator also develops and advances relationships, partnerships and collaborative projects with community agencies and service providers to meet program outcomes and maximize service impact.

**Reports to:** Director of Client Services

### Responsibilities:

- Develop and implement strategies to raise awareness and to educate the LGBT community about sexual assault and abuse, intimate partner violence, domestic and family violence, physical assault, bullying, harassment, stalking, human trafficking, hate and bias-motivated crimes, and other forms of violence.
- Screen individuals for client-based services; Connect individuals to information and community-based resources; Provide LGBTQ+ victims of violence with assistance and support including telephone and in-person crisis intervention, trauma-informed counseling, accompaniment to social service, medical and criminal justice-related appointments and proceedings, and advocacy in systems, organizations and relationships.
- Facilitate supportive and/or psycho-educational groups and classes including the Center's Healthy Relationships and Healthy Sexuality classes; Identify and create additional programming and resources appropriate for client needs.
- Provide training, education and outreach to various service providers, community members and those interested in accessing Center services; Serve as a consultant to Center staff and others regarding areas of knowledge and expertise.
- Develop and advance relationships, partnerships and collaborative projects that facilitate recognition of LGBT identities in organizations, agencies and other entities providing services to victims of violence, in support of meeting LGBT client needs within their structures, systems and services, and to identify LGBTQ+ victims of violence for Center services.
- Serve as the Center's liaison with law enforcement and other crime victim service providers; Develop and implement strategies to engage law enforcement entities to refer crime victims to the Center for services.
- Coordinate involvement of Youth Counselor/Advocate in the Center's violence and trauma-related service initiatives and activities; Recruit and supervise volunteers and interns to implement related outreach and programming and in support of direct services to individuals.

- Serve as an ambassador and Center spokesperson regarding the Center's mission, philosophy, programs and services including at community events and Center functions, through outreach tabling at resource fairs, and on select committees/work groups.
- Create a welcoming, inclusive and safe environment for visitors to the Center.
- Participate in staff meetings and provide overall Center supervision on a rotating basis.
- Generate written documentation of work including client case notes and outreach and program activity summaries.
- Manage grants through successful implementation of services, programs, program evaluation and grant reporting; Assist in writing grant proposals and requests.
- Support organizational fundraising efforts.
- Other duties as assigned.

**Qualifications:**

- Master's Degree in Social Work, Counseling or related human services field. Clinical licensure in the state of Wisconsin preferred.
- Two years experience in the provision of trauma-informed services to individuals; Experience providing medical and/or legal advocacy to individuals and within systems required.
- Knowledgeable about the diversity of LGBTQ+ identities, cultures and communities, intersectionality, social and other indicators of LGBTQ+ individuals' mental health and holistic well-being, human development, and identity development.
- Understanding and ability to effectively articulate clinical issues, concerns and needs of LGBTQ+ individuals including youth, older adults and those impacted by interpersonal violence including sexual assault and abuse, intimate partner violence, domestic and family violence, physical assault, bullying, harassment, stalking, human trafficking, and hate and bias-motivated crimes.
- Familiarity with Milwaukee-area social service resources.
- Excellent interpersonal skills; Demonstrated ability to communicate cross-culturally and work effectively with individuals and groups, including those with socially marginalized identities and experiences.
- Experience managing volunteers or supervising the work of others.
- Ability to inspire trust and respect among colleagues and external partners; Able to maintain privileged client information.
- Ability to embody a commitment to cooperation, collaboration and mutual respect.
- Ability to work independently and as part of a team within the parameters of the program, and to work in a changing environment where there is frequent exposure to stressful/crisis situations.
- Excellent written and oral communication skills; Experience with public speaking, delivering educational trainings and facilitating group activities.
- Experience in grant writing, management and reporting.
- Organized and reliable; Proficient with current technology and communication systems as well as common office software and computer functions.
- Ability to work a variety of hours, including at night and during the weekend to meet client and agency needs.

*Milwaukee LGBT Community Center is an equal opportunity employer and will recruit, hire and promote qualified persons into all job classifications without regard to race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.*