



# 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>	8810
<b>Location:</b>	Mountain Crisis Services	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$17.51 per hour	<b>Position Type:</b>	Full time; 40 hours per 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 Director		
<b>Benefits:</b>	11 Paid holidays, 3 weeks & 4 days (152 hours) Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

**Applications Accepted By:**

Please send Cover Letter, Resume, and Application to:  
 E-mail: [Applications@Alliance4You.org](mailto:Applications@Alliance4You.org)  
 Subject Line: MCS Peer Counselor  
 Attention: Kristen Fiester

## 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.

### 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 to victims
- Provides peer counseling to the children of victims, as appropriate
- Provide assessments for other MCS services including shelter, legal and counseling services and referrals as appropriate
- Responsible for referring individuals to appropriate community resources for additional assistance
- Responsible for ensuring all documentation of services and statistical data is completed in a timely manner
- Responsible for facilitating weekly support groups

### Case Management:

- Assesses 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





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## Other Duties:

- Other duties as assigned

## Qualifications and Education Requirements

## Knowledge of:

- Domestic Violence and Sexual Assault
- Group facilitation Techniques
- Crisis Intervention and Counseling Techniques
- Criminal justice system and community resources
- Computers and Software Programs (Word; Excel; Internet)

## Ability to:

- Communicate effectively orally and in writing with individuals and groups; including public, private and governmental agencies
- Communicate and deal effectively with individuals and groups in stressful situations
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances
- Keep accurate documentation/case files, and statistical data
- Effectively communicates with individuals from various socioeconomic and cultural backgrounds
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.

## Education/Experience:

- High School Diploma/GED with two years' work or volunteer experience in the field of social services or two years of experience providing case management services or counseling to survivors of domestic violence or sexual assault

## Physical Requirements:

- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended amounts of time
- Facility to see, read and distinguish colors, without vision aids, a computer screen, instructional material, rules and policies and other printed matter
- Physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Physical agility to push/pull, squat, twist and turn
- 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.





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### 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
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.

***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:	6/28/17	Revised Job Description Date:	3/21/22

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

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Signature

