



Counselor Advocate

Position Description

RESTORE NYC

Restore NYC identifies and serves foreign national women who have survived sex trafficking. We believe trafficking is a problem that has a solution, and we are fighting this injustice in NYC and across the country. Learn more about us on [our website](#).

JOB SUMMARY

Starting date July 10th, this is a full-time position reporting to the Assistant Director of Client Services and serving across our client programs (Client Services, Safehome, and Economic Empowerment). This position requires a commitment of 40 hours per week. The shifts are flexible Monday thru Friday and vary from 9:00 a.m. – 7:00 p.m. to accommodate for client scheduling. The counselor will work at Restore’s confidential midtown office for a maximum of 5 days per week and have a case load of 15-20 clients.

The Counselor Advocate will model leadership skills, emotional and spiritual maturity, and responsibility, and be part of a team committed to the restoration of each survivor. She will have a balance of deep compassion, judiciousness in conflict resolution, and a commitment to follow through on all deliverables. She will practice healthy boundaries, self-care, social relationships, and time management. The ideal candidate for this role will have excellent administrative skills and organizational skills around daily administrative operations in the office.

SPECIFIC RESPONSIBILITIES

- Direct Service Delivery (40% of time):
 - Assist Manager of Program Operations with referrals, intakes, trafficking identification, crisis intervention, safety planning, accompaniment, and resource coordination
 - Provide comprehensive case management services to survivors of trafficking
 - Deliver individual and group counseling to Spanish speaking clients in the Safehome
 - Deliver individual and group economic empowerment services to Spanish speaking clients in the Economic Empowerment program
- Indirect Service Delivery (30% of time):
 - Provide resource coordination and direct referrals for clients to appropriate services within Restore and with external service providers
 - Consult with other service provider organizations to manage client referrals for legal assistance, medical services, and other social services
 - Serve in on-call capacity at max two weeks per month; respond to crises and emergencies appropriately
- Administrative Responsibilities (Impact, Documentation, & Meetings; 30% of time):
 - Administer impact assessments to clients across programs at intake, case closing, and throughout service delivery according to the impact schedule
 - Complete necessary documentation including progress notes and entry of impact data within 24 hours of service delivery in Apricot (electronic client database)
 - Attend Restore’s staff “quarterlies” once every three months (2-day event)
 - Attend weekly supervision with Assistant Director of Client Services, other education/training and consultation meetings with staff including weekly team check-ins, Client Services team meeting, and prayer meetings

OTHER RESPONSIBILITIES

- Practice trauma informed, culturally- and linguistically- sensitive, survivor-centered practices in all interactions with residents, staff, volunteers, service provider organizations, and other stakeholders
- Ensure adherence to HIPPA requirements as well as APA, ACA, and NASW ethical guidelines

QUALIFICATIONS

- Affirm the Nicene Creed and attend a Christian church
- LMSW or LCSW
- Oral and written fluency in Spanish
- Experience working with the following populations: persons being trafficked, immigrants, refugees, victims of violent crimes, domestic violence, and/or survivors of torture
- Ability to multitask, prioritize, and work in high paced environment
- Ability to both work well with others and work independently
- Can remain focused in the face of pressure, consistently delivers against timelines, energized by tasks/time limitation
- Strong relational skills and engagement with survivors
- Strong organizational skills and attention to detail
- Humble, hungry, and smart in leadership roles and responsibilities
- Deep commitment to the healing and well-being of survivors of sex trafficking
- Training in trauma informed care and survivor-centered practices

Restore NYC believes that the diversity of our staff and community is a fundamental strength for the diverse women we serve. We are committed to and value hiring practices which honor diversity.

ADDITIONAL INFORMATION

The following are some key aspects of our organizational culture that guide our behavior:

- We always prioritize the health and well-being of the survivor
- We take personal responsibility for deliverables
- We support each other so that we can recharge and refresh, whether it is vacation, retreat days, or other activities (professional development classes, meetings with like-minded partners)
- We sacrifice ego for the collective good of the team

If interested in this position, please send your cover letter and resume to recruiting@restorenyc.org