



Job Announcement

COUNSELING CENTER OFFICE COORDINATOR

WORK SCHEDULE: Weekdays, 32 – 40 hours per week
SALARY: \$14 - \$16 per hour
BENEFITS: Vacation (2 weeks), Sick leave (9 days), Holidays (11)
Medical (ATV pays 80%), Dental (50%), Vision (50%)
Life insurance (100%). Retirement Plan/401K. AFLAC available pre-tax

JOB DESCRIPTION: The Counseling Center Office Coordinator serves as the point of entry for all services in the counseling center, which requires an understanding of all services available at ATV including funding objectives and availability, scheduling with Outlook, use of Excel and Word on a daily basis, and the ability to effectively use ATV's database system. The counseling center is not a crisis center, yet the Coordinator should provide triage services with every telephone and walk in client to assess level of danger and immediate needs. This position requires training as a domestic violence counselor (training provided post-employment).

The Coordinator's skills include receiving walk-in clients and maintaining an environment that is conducive to serving people who may be in crisis. Strong active listening skills, professional discretion, phone etiquette including accepting and routing calls using a voice mail and intercom system, good decision-making, a non-judgmental and accepting attitude, and attention to detail are important in this position.

The Coordinator also provides support services to the Counseling Program Clinical Director. Computer skills required include Outlook, Word, Excel and Publisher (or facsimile), most on a daily basis. Willingness and ability to learn database system and document archival and retrieval activities are critical.

ALTERNATIVES TO VIOLENCE (ATV) provides a broad range of services for individuals and families impacted by domestic violence or abuse. Confidential services include a 24-hour hotline, crisis counseling, psycho-educational and support groups, assistance filing protective orders, court accompaniment, advocacy, counseling, therapy and emergency shelter. ATV provides services for batterers and those at risk of becoming abusive.

If you want to work with professionals who care about their work, one another and our community, ATV may be right for you. We value excellence, integrity, compassion, collaboration and professional development. ATV embraces a strengths-based framework where your ideas and input are valued. You can make a difference for children and adults in our community!

TO APPLY: Complete an application (on our website at www.atvrb.org) and submit it with a brief email or cover letter stating why you are interested in the position to humanresources@atvrb.org. For more information, email humanresources@atvrb.org. You will be contacted by ATV directly only if selected to continue in the recruitment process. This position/s is open now and we will be accepting applications until position/s are filled



Alternatives to Violence is a California At-Will Employer
Alternatives to Violence is an Equal Opportunity Employer

Job Training Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. 7-1-1 CRS for TTY Users. Date: 12/5/2017 until filled DJJ A proud partner of America's Job Center of CaliforniaSM network.