



## **Job Description: Safe Steps Counselor**

This is an opportunity for a highly motivated and experienced professional to be on the ground floor of developing a new program as part of the Safe Steps for Melrose Project. This project is under the auspices of the Melrose Alliance Against Violence (MAAV), an established domestic violence prevention agency. The part-time position will be based in an elementary school in the Melrose Public Schools and serve children and families exposed to domestic violence. The Safe Steps Counselor will also work to build capacity among counseling staff district-wide to respond to children and trauma. The position is funded through a 3-year grant from the U.S. Department of Justice, Office on Violence Against Women.

### ***Qualifications:***

- LICSW or MA degree in a counseling-related field preferably with appropriate licensure.
- Prior experience providing counseling to elementary-aged children exposed to domestic violence or other types of trauma is required.
- Training or teaching experience on the issue of children and trauma preferred.
- Sensitivity to the needs of school systems, diverse cultures, and able to work both independently and collaboratively with school and MAAV staff.

### ***Responsibilities Include:***

- Provide intake sessions, crisis intervention, and ongoing counseling for children who may have experienced domestic violence and/or complex trauma.
- Work with a treatment team of school social workers, psychologists, counselors, teachers and administrators to identify students in need of services.
- Provide outreach and support to families as needed. Maintain knowledge of current available MAAV and community resources.
- Provide expertise on responding to children and trauma to counseling staff across the district.
- Assist with school-wide prevention activities including faculty trainings, parent seminars, and school-wide prevention education. Provide these services in collaboration with school personnel and the Safe Steps Task Force.
- Prepare accurate and timely paperwork required by MAAV and/or the Melrose Public Schools.
- Attend monthly meetings of the Safe Steps for Melrose Task Force and build strong relationships with partner organizations and the school district.
- Other duties as assigned.

- Reports to the Executive Director of MAAV

Position is 2 full days or **16 hours per week**. Salary is commensurate with experience.

**To apply, please send cover letter and resume to:**

Rebecca Mooney, Executive Director  
MAAV  
235 West Foster Street  
Melrose, MA 02176

Or email cover letter and resume to Ms. Mooney at: [info@maav.org](mailto:info@maav.org)