



## Resource Counseling Advocate

Volunteer or Internship Position Description

### *Position & Responsibilities*

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#### **Role Summary**

Answering Tubman's crisis and resource line and assisting clients in-person, our Resource Counseling Advocates are responsible for providing crisis intervention, supportive counseling, general information, and referral services to individuals who call or come into Tubman.

#### **Impact & Benefits**

- Provide immediate response and support to individuals in difficult situations or crisis
- Gain experience offering supportive counseling in response to a variety of life situations
- Make a difference in someone's life by providing a bridge to community resources

#### **Position Responsibilities**

- Follow agency guidelines as you interact with clients, clarifying the client's concerns and needs, providing support, and referring clients to community resources and programs
- Communicate and collaborate within your team to provide coordinated services to clients

### *Qualifications & Expectations*

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#### **Position Qualifications**

- Ability to work well under pressure and remain calm in response to crisis situations
- Excellent communication skills, including active listening and the ability to respond appropriately to client needs; ability to work and collaborate with a team
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Comfortable using a computer – this position involves using basic computer programs, researching the internet, utilizing excellent organizational skills
- Ability to maintain a working knowledge of community resources

#### **Time Commitment & Availability**

- 8 hours/week minimum for 6 months preferred, including orientation/training
- Days and times of available shifts are as follows:
  - ♣ **Tubman West (Mpls):** Tuesday-Thursday 8 am-12 pm, 12-4 pm, and 4-8 pm; Monday and Friday 8 am – 12 pm and 12 – 4 pm
  - ♣ **Chrysalis Center (Mpls):** Monday-Thursday 9 am-1 pm, 1-5 pm; Friday 9 am-3 pm
  - ♣ **Tubman East (Maplewood):** Monday-Friday 8 am-12 pm, 12-4 pm, 4 – 8 pm

#### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series as well as two shadowing shifts before beginning your position
- Supervision provided by a staff Resource Counseling Advocate Coordinator

### *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.