



**PLEASE POST IMMEDIATELY**  
**July 19, 2010**

**FIRST STEP EMPLOYMENT OPPORTUNITY**

**EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** First Responder/Night Manager

**Hours/week:** Full Time, 37.5 hours per week, hourly pay scale

**Availability:** Wayne Office,  
**Midnights, 12am-8am Monday - Friday**

**Description:** To provide advocacy, information and support to victims of domestic/sexual violence and stalking on 24-hour Helpline. To provide services to residential clients, including transportation and crisis intervention counseling. Also provide on-call advocacy to survivors at in crisis at police stations, hospitals, and other safe places in the community.

Support database data entry and provide accurate monthly reporting documentation as assigned. Maintain master statistics for monthly reporting

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in social work or human services, or equivalent work experience. Experience in crisis counseling, domestic violence and sexual assault. Strong oral and written communication skills. Ability to work independently and with supervision. Demonstrated experience working effectively with people from diverse racial, economic and cultural backgrounds. Caring, empathetic, client-centered approach Ability to lift 30 pounds on occasion.

**BILINGUAL A PLUS. MINORITIES ENCOURAGED TO APPLY.**  
**MUST PASS CRIMINAL BACKGROUND CHECK AND DHS CLEARANCE. RELIABLE**  
**TRANSPORTATION AND GOOD DRIVING RECORD NEEDED.**

**PLEASE E-MAIL RESUME AND BRIEF COVER LETTER ATTN: JUDITH BARR.**  
**NO PHONE CALLS PLEASE. [jbarr@firststep-mi.org](mailto:jbarr@firststep-mi.org)**