

Domestic Abuse & Sexual Assault Crisis Center (DASACC) 2nd & 3rd Shift Case Worker Job Description

TITLE: Caseworker (*full-time*)

SHIFT HOURS:

Sunday 3pm-11pm, Monday - Wednesday 11pm-7am, and Thursday 3pm-11pm

REPORTING FUNCTION: Shelter Manager

DESCRIPTION: The caseworker is responsible for answering the hotline and providing appropriate interventions and referrals. The caseworker will also provide direct services to shelter clients in addition to participating in the maintenance of shelter. This position requires flexibility with scheduling, as the shelter is a 24-hour facility.

DUTIES:

Administration

1. Maintain up-to-date documentation in database system and ensure that client files are maintained according to agency standards.
2. Complete required reports including monthly board reports and grant reports.
3. Recommend job manual updates.
4. Report any physical facility issues to the shelter manager.
5. Remain on the premises until the next shift arrives to ensure shelter coverage.
6. Review all hotline calls and case notes added to the database since the last shift.
7. Complete monthly fire drills and record results, when assigned by supervisor.
8. Oversee shelter chores and ensure the shelter is adhering to DCA standards.
9. Complete rooms checks at the beginning of each shift.
10. Inventory all shelter supplies and restock or reorder when needed.
11. Facilitate ordering and pick up of shelter food, when assigned by supervisor.
12. Attend weekly individual supervision and case conference meetings.
13. Attend all staff meetings, agency trainings, and outreach and awareness events.
14. Act consistently with agency's philosophy and expectations.
15. Perform all other related duties as required.

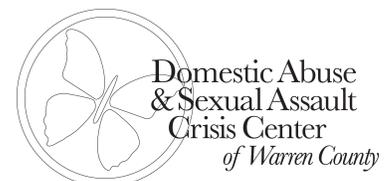
Casework

1. Answer all hotline calls and provide interventions based on documented policies and procedures.
2. Provide direct services to assigned caseload and assist clients with goal setting and accessing resources.
3. Provide crisis intervention services to shelter clients and hotline callers when needed.

Training and Programming

1. Identify and develop programming based on client needs.
2. Present to new staff/volunteer's portions relating to job function of DASACC's mandated 60-hour staff/volunteer training.
3. Provide hotline and caseworker training for new staff when assigned by supervisor.

Community Relations



Under the direction of your supervisor:

1. Attend community and state-level peer support meetings.

Other

1. Complete sixty-hour victim counselor privilege training within first month of employment.

MINIMUM QUALIFICATIONS:

1. Entry level position.
2. Commitment to the anti-violence movement and diversity, equity, inclusion, access and belonging.
3. Skilled in critical thinking, written and verbal communications, problem-solving, and advocacy.
4. Adaptable to a changing environment, collaborative, and reliable.
5. Computer literacy and comfort with database system and reporting.