

# Domestic Abuse & Sexual Assault Crisis Center (DASACC) Job Description Per Diem Caseworker

**TITLE:** Per Diem Caseworker

**REPORTING FUNCTION:** Assistant Residential Manager

**DESCRIPTION:** Part time eight-hour weekend solo shift overseeing the safe house and twenty-four-hour hotline. Responsible for answering the hotline and providing appropriate intervention and referral. Provides outstanding direct services to shelter residents, ensures that all shelter rules are followed and participates in the maintenance of the physical structure of the shelter.

## **DUTIES:**

### **Supervisory**

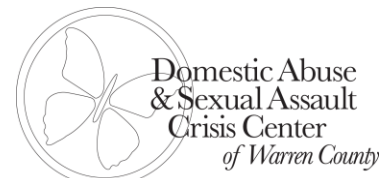
1. This is a non-supervisory position.

### **Administration**

1. Attend all part time/per diem caseworker meetings.
2. Review shelter donations when requested to do so.
3. Maintain shelter client files according to agency standards. This includes documenting daily reports in the shift log.
4. Report any physical facility problems to your supervisor immediately.
5. Remain on premises until the next shift arrives – even if the next shift is late or does not arrive.
6. Work the hours you have signed up for and complete the shift requirements. Your schedule is beholden to the needs of the agency and requires flexibility depending upon whether there are responsibilities that need to be finished after your shift has ended.
7. Act consistently with agency's philosophy and expectations.
8. Be available for substitute coverage for other shifts as needed.
9. Perform all other related duties as required.
10. willing to provide coverage for holiday shifts.

### **Casework**

1. Answer all hotline calls and process calls according to documented policies and procedures.
2. Follow all documented client intake and exit procedures.
3. Assess all potential clients according to documented policies and procedures.
4. Provide crisis intervention counseling to shelter clients and hotline callers.
5. Read the shift log, all intakes, case notes, and resident files daily.
6. Discuss any occurrences with caseworker from previous shift and next shift on a daily basis.



7. Document all client contact (in person, via phone, or no contact) on a case note in Apricot on each shift.
8. Perform room checks when necessary.

### **Education**

1. Provide one-on-one hotline and caseworker training for caseworker trainees.

### **Safe House**

1. Ensure that clients are maintaining the safe house in compliance with DCA standards.
2. Provide clients with items from downstairs pantry and donation rooms when needed.
3. Complete chores in the safe house as assigned per shift.
4. Inventory all shelter supplies and restock as needed.
5. Maintain and upkeep of staff offices and staff common area.

### **MINIMUM QUALIFICATIONS:**

College degree in human service field preferred, as well as direct and administrative services experience.

Completion of sixty (60) hours of victim crisis intervention skills training within the first six (6) months of employment.