



Bay Area Turning Point, Inc.

Job Title: Residential Caseworker B	Job Code:
Department: Self Reliance Program	Reports to: Sr. Director, Self Reliance Program
Effective Date:	FLSA Status: Non-Exempt

Position Overview

HOURS: 40-45 Weekly minimum or as necessary to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances. Typical work schedule: Tuesday, Wednesday, Thursday, Friday 8-4:30; Monday 12—8:30 or as necessary to meet the program needs to include weekends as necessary.

SUMMARY DESCRIPTION OF POSITION:

Assist shelter residents with setting and achieving goals that lead to recovery and self-sufficiency, including identifying victim assistance needs and connecting residents to Agency victim advocacy services. Assist residents in developing options for employment, educational and related objectives.

ESSENTIAL FUNCTIONS:

- Provide crisis intervention assistance to residents and prospective residents
- Conduct long-term case management with shelter residents to include goal setting regarding recovery, education, job training, employment, personal financial planning, need to refer to victim advocacy program, and other services as necessary
- Assist residents with transportation needs
- Oversee coordinating programs for residents including, but not limited to, shelter based support groups, employment and self improvement
- Be knowledgeable of community resources; Attend networking meetings monthly at the United Way Service Center
- Maintain records of casework activities
- Serve as an advocate on-call for both Non-Residential and Residential assistance
- Oversee documentation and maintenance of residents' files
- Serve as agency expert on Human Trafficking
- Complete grant reports

RESPONSIBILITIES:

- Have knowledge of grant objectives and goals
- Ensure each new resident has completed case management within 72 hours of intake, and a minimum of once weekly thereafter to facilitate goal setting and safety planning
- Conduct case management with residents who have transitioned into the long-term program
- Assist with providing shelter and hotline coverage
- Plan and implement educational and personal growth oriented programs for sheltered residents

- Continually oversee resident/program needs and make recommendations to supervisor
- Participate in Agency fundraisers, community awareness and speaking activities
- Provide victim information to shelter clients, including referrals to the legal assistance/advocacy staff as appropriate
- Demonstrate leadership, communication, and problem solving skills in a manner which encourages
 - and empowers residents to seek remedies for positive changes
- Make independent decisions to benefit residents, the shelter facility, and the Agency as a whole
- Work at least one evening shift each week for program coverage
- Work weekend shifts as requested
- Serve on a rotating on-call shift
- Oversee Programs to include a monthly calendar of events
- Submit monthly volunteer report by the 1st of each month
- Attend monthly networking meetings
- Attend staff meetings
- Submit Weekly Reports to supervisor by Monday-9 am or as otherwise directed
- Other duties as assigned

SUPERVISION:

- Volunteers for the Program

REQUIRED SKILLS/QUALIFICATIONS:

- 4 year degree in a related field and 2 years of related experience; or, 6 years of evidenced successful experience in a related setting
- Sensitivity and knowledge regarding the issues of family violence and sexual assault and, the impact of these crimes on adults and children
- Ability to remain calm in crisis situations
- Understand residential programs and dynamics of communal living
- Ability to lift/carry/move a minimum of 40 lbs for an extended distance
- Must have a clean driving record
- Must have automobile insurance coverage
- Must have at least 7 years of verifiable driving experience

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	8/2016

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.