



*Striving to End Domestic Violence and Family Homelessness in Northern Virginia*

**DOORWAYS  
Doorways for Women And Families  
Home Case Aide Job Description**

**Job Title:** Home Case Aide

**Reports To:** Safehouse or Family Home Program Director

Reporting to the Doorways Safehouse or Family Home program director, the Home case aide works with women and their children who have been abused and homeless women and their families in Doorways shelters. The Home case aide provides operational oversight, programmatic guidance, and crisis intervention to Home residents. The Home case aide works overnights and on weekends, and other hours as assigned.

**Essential Duties and Responsibilities**

- Ensure the safety and security of the Home and Home residents.
- Interview and determine eligibility of clients seeking admission to the shelter.
- Perform client admissions and discharges.
- Support Home residents and undertake advocacy efforts on their behalf.
- Assign and oversee Home residents' daily chores.
- Inspect the Home during each shift to ensure the safety of Home residents and report problems and concern to the director.
- Reinforce house guidelines.
- Enter client information in the daily log and client files.
- Provide crisis intervention, support and advocacy.
- Provide advocacy and safety planning to hotline callers (Safehouse only).
- Maintain client and Home confidentiality.
- Maintain appropriate boundaries with clients at all times.
- Assure that the driveway, steps, and sidewalks are clear in inclement weather.
- Perform routine administrative and maintenance tasks per daily/weekly/monthly checklists.
- Assist in on-the-job training and supervision of new Home case aides and Home volunteers.

- Attend training and in-services approved by the Home director.
- Enter hours on biweekly time sheet and submit to Home director in a timely manner.
- Participate in agency long range planning efforts.
- Participate in Home performance management efforts.
- Perform other duties as assigned.

**Qualifications:** Bachelor's Degree preferred and one year experience in a social service organization, preferably working in a residential setting with battered woman and their children and/or homeless families. Bi-lingual skills (English/Spanish) are a plus. Candidates must possess an acceptance and respect for cultural diversity, sexual orientation and religious backgrounds. Candidates must be team players, demonstrate good listening and empathic skills, be able to multi-task and possess strong oral and written communication, time management and organizational skills. Must be able to lift 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Requirements (must be obtained within 30 days of employment)**

- Pass a physical exam by a licensed Physician.
- T.B. test.
- CPR/First Aid Certified.
- Criminal background check.

Doorways For Women and Families is an Equal Opportunity Employer