

DOORWAYS
Doorways for Women And Families
Home Case Aide Job Description

Job Title: Home Case Aide (Part-Time)

Reports To: Program Director

Reporting to the Doorways shelter program director, the shelter 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 shelter residents. The shelter case aide works overnights and on weekends, and other hours as assigned.

Essential Duties and Responsibilities

- Ensure the safety and security of the shelter and shelter residents.
- Interview and determine eligibility of clients seeking admission to the shelter.
- Perform client admissions and discharges.
- Support shelter residents and undertake advocacy efforts on their behalf.
- Assign and oversee shelter residents' daily chores.
- Inspect the shelter during each shift to ensure the safety of shelter 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 shelter 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 shelter case aides and shelter volunteers.
- Attend training and in-services approved by the shelter director.
- Enter hours on biweekly time sheet and submit to shelter director in a timely manner.
- Participate in agency long range planning efforts.
- Participate in shelter 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.

Please refer agency Personnel Policies for more details.

A review of the position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge and skills or abilities. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This job description does not create an employment contract, implied or otherwise, other than an at-will relationship. This job description does in now ay state or implies that these are the only responsibilities to be performed by the employee(s) incumbent in this position. The undersigned hereby acknowledges he/she has read the above job description and agrees with the stated expectations and requirements.

Signature

Date