



Post Date: November 3, 2016

Position: HOME-DV II Self-Sufficiency Case Manager

Scope: To provide trauma-informed, supportive counseling, housing-based case management and information and referral for survivors of domestic violence This includes assisting the entire family in achieving self-sufficient, safe and permanent solutions.

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Participate in the application, interview, and orientation for all Home DV clients
- Provide intensive, trauma-informed housing focused case management, supportive counseling, weekly goal setting, direct services and follow-up meetings with TFVS outreach residents as requested and needed.
- Assist the Supportive Housing Case Manager with the provision of housing , employment, life skills, transportation and education services through the W.I.N.H.E.R Center
- Responsible for the maintenance of resource information about housing, employment and education options, Section 8, public assistance program and other resources
- Provide information about Transitions' and other community services that might be helpful for HOME DV clients, maintaining current resource information and means of referral.
- Responsible for maintaining statistics , files, records and other documentation required by HOME DV II funding sources and other funders for the provision of supportive housing services.
- Responsible for cross training, networking and supporting volunteers and staff to meet HOME DV II client needs
- To participate in community education and training , as appropriate

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training

Educational Requirements:

- Bachelor's Degree in Human Services or related field and 3-5 years' experience working with clients in crisis; family violence. Master's in Social Work preferred

Required Knowledge, Skills and Abilities:

- Knowledge and experience working with clients/families in crisis.
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to work with residents from different backgrounds and cultures
- Ability to use sound judgment and discretion in working with clients.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of Transitions.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that well represents Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is a 30 hours a week, non-exempt position and may on occasion include some early evening work. This is a grant funded position and requirements are subject to change.

Application Process: Submit resume and cover letter to gharvell@transitionsfvs.org . Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.