



# CATHERINE MCAULEY CENTER FOR WOMEN & CHILDREN EXPERIENCING HOMELESSNESS

## JOB DESCRIPTION

Position: Support Caseworker

Report to: Director of Programs

Basic Function: The role of the Support Caseworker will be to assist other caseworkers in providing individualized and specific case management to clients. Special emphasis and priority will be given to the Emergency Shelter.

Hours: Part-time or Full-time depending on the candidate. Must be available weekends

### Typical Duties:

- Provide assistance and support to Center caseworkers in providing supportive services to clients
- Work with clients to enhance tailored life skills sessions that may include housekeeping skills, parenting, budgeting etc.
- Assist with coverage and case management of the Emergency Shelters
- Network with landlords
- Assist clients in procuring furniture and household items and periodic moves
- Input pertinent data into the HMIS System within the required time frame
- Assist with community events sponsored by the Center
- Attend inservice meetings, interagency functions - workshops, meetings, panels related to the Catherine McAuley Center's mission statement
- Perform other duties as requested

### Qualifications:

- Bachelor's degree in human service field or equivalent work experience
- Experience in the human service field
- Knowledge of crisis intervention
- Ability to network with other agencies
- Comfort working hands on and in a team setting
- Computer proficiency
- Interest and ability to work with diverse populations
- Possession of a valid driver's license

- Willingness to demonstrate the values inherent in the mission statement of the Catherine McAuley Center