



CATHERINE MCAULEY CENTER FOR WOMEN & CHILDREN EXPERIENCING HOMELESSNESS

JOB DESCRIPTION

POSITION: Caseworker – Emergency Shelter (Plymouth)

Reports to: Program Director

Basic Function: Functions in the role of case manager for the guests in the 30 day Shelter in Plymouth, providing housing, counseling, referral, assistance, and advocacy to homeless/low income women and children regarding housing and other basic needs.

Hours: Full-time (37.5 hours per week)

Typical Duties:

- Interview and assess potential shelter residents.
- Manage shelter:
 - keep shelter supplied with household items,
 - communicate with and supervise R.A.
 - facilitate weekly community living group to address conflicts and discuss chore list
 - organize programs such as parenting, nutrition, and vocational counseling.
- Provide case management for shelter residents:
 - assist in arranging appointments
 - provide housing counseling
 - provide referral, assistance and advocacy in linking clients with other appropriate agencies/housing authorities/landlords
 - arrange linkages to mainstream resources
 - assist with transportation
 - assist in obtaining housing
 - assist with moves.
- Input pertinent data in the HMIS System within the required time frame
- Prepare statistical reports as needed
- Attend inservice meetings, interagency functions – workshops, panels related to the Center's mission statement
- Performs other duties as requested

Qualifications:

- Bachelor's degree in human service field or equivalent work experience

- Experience in the human service field
- Strong working knowledge of social service delivery system
- Passion for innovative and consistent program evolution
- Knowledge of crisis intervention
- Ability to network with other agencies
- Ability to research best practices
- Comfort implementing programmatic recommendations
- 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