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## Employability Case Manager

### Summary Description:

This position is responsible for the provision of case management services to survivors of domestic violence residing in our 30 bed emergency shelter. Case management services include, but are not limited to; needs assessment, development of individual case plans, assistance in securing other social services (Cal WORKS, subsidized childcare, mental health services, drug/alcohol treatment services), obtaining employment and longer term housing. The case manager must maintain a high level of consciousness and sensitivity to battered women, their children and the issues of battering. The case manager must be self-motivated, a team player and highly resourceful.

The position is funded through Alameda County Department of Social Services, CalWORKs. The Employability Case Manager participates in collaborative activities with the staff of four other participating domestic violence shelters.

Bachelor's degree in social work, counseling or vocational rehabilitation or equivalent experience required. Two years experience providing services to survivors of family violence preferred. Bi-lingual/bi-cultural preferred.

**Reports to:** Director of Residential Services

**Supervises:** Some on-site supervision of trained volunteers may be required

**Program Budget:** Not applicable

**Clientele:** Victims of domestic violence and their children

### Principal Responsibilities

- Provide case management services to victims of domestic violence as they enter SAVE's emergency shelter and transitional housing program. Assess the families' current situation and their immediate needs. Develop individualized case plans and assist families in securing resources needed to move them toward self-sufficiency.
- Determine families' eligibility for CalWORKs and assist them in applying for cash aid and other related services. Work with staff at other health and human service programs, job tracking programs, and affordable housing programs, to make referrals and secure needed services and support.
- Facilitate on-going Employability Workshops for residents of the SAVE shelter and other SAVE clients. Provide individualized employability services 1-1 as a part of regular case management.
- Maintain client files, case notes, services logs and other documentation as required.
- With other SAVE staff, participate in monitoring the day-to-day operations and activities of the shelter including; intake of new clients, enforcing shelter rules, providing for residents' immediate needs and maintaining site safety, security and confidentiality.

- Attend weekly program and agency staff meetings and trainings as required by the Director of Residential Services.
- Attend meetings of the CalWORKs Domestic Violence Collaborative and other monthly and quarterly meetings of area service providers.

**Knowledge and Abilities:**

- 40 Hour Domestic Violence Certification
- Bachelor's degree in Social Work or a related field
- Excellent written, verbal, interpersonal and organizational skills
- Computer literate
- Ability to work well with clients and staff from diverse backgrounds
- Ability to be non-judgmental and objective in working with sometimes difficult residents
- Valid California drivers license
- Proof of auto insurance
- Must meet the agency's driving requirement