Shelter Support Worker
Warren, OH (http://maps.google.com/maps?q=1370+Tod+Ave+NW+Warren+OH+44485) • Someplace Safe/Solace Center (Warren)

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Description
Schedule: variable, less than 20 hours/week
Weekends and Overnights $10/hour

GENERAL STATEMENT OF DUTIES: Provides crisis intervention, empowerment and advocacy to victims of domestic violence in shelter and on the crisis line. This position provides shelter coverage and some clerical duties.

ESSENTIAL RESPONSIBILITIES:
1. Provides direct service/advocacy/peer support to victims of domestic violence; maintains client confidentiality; completes client intakes according to shelter policies and procedures.
2. Answers crisis hotline and provides referrals and crisis intervention as needed.
3. Keeps Shelter Manager (SM) apprised of all issues, concerns, and behaviors that affect the resident’s case plan, as well as their safety and well-being; reports suspicion of child abuse to SM immediately.
4. Enforces the rule of no physical discipline of children in shelter, which includes being supportive of mothers who are trying to learn non-physical discipline techniques.
5. Creates and maintains an atmosphere of support and assistance for all residents; makes contact with each resident during your shift to ensure their needs are being met.
6. Maintains the shelter in a clean and orderly manner; assists residents with chores as needed to provide life skills training and mentoring.
7. Provides child care, with mother’s permission, as needed and on a limited basis for jobs, medical, counseling, and legal appointments, as well as landlord interviews with approval from SM.
8. Ensures fire and safety regulations are enforced.
10. Submits documentation in the "Transfer Log" every shift to provide smooth transition and open communication between others working in the shelter.
11. Attends monthly staff meetings and agency in-service trainings; participates in staff development activities.
12. Complies with agency policies and procedures, COA regulations, federal and state requirements, and educational/certification/registry requirements.
13. Other duties may develop in the course of events. The Director/Shelter Manager has the authority to assign tasks not presently covered in this description.

Requirements
QUALIFICATIONS:
1. Ability to work with a diverse population.
2. Ability to work in a stressful/crisis-oriented environment.
3. Must display caring, compassionate attitude.
4. Understanding of domestic violence in the family and in the larger society.
5. Must be able to meet agency requirements for criminal background check (Ohio Bureau of Criminal Identification & Investigation).

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: High school degree or equivalent, pursuing a degree in social work and/or related field experience. Certification of CPR and First Aid.

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