



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Community Resource Specialist II	Job Category:	Shelter
Classification:	Shelter Based Services	WC Code #:	8804
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$ 17.60/hr	Position Type:	Full-Time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Shelter Coordinator		
Benefits:	12 Paid holidays, 128 hours Paid Time Off per year Cafeteria Plan with Health, Dental, Vision and Retirement pre-taxed Benefit Option as well as post tax Life Insurance options.		
Applications Accepted By:			
E-mail: denise@alliance4you.org			
Subject Line: Attention: Human Resources			
Job Description			
<u>Role and Responsibilities</u>			
Provide crisis intervention, coaching, and resources to safe house residence in order to support them in achieving their goals and self-sufficiency plan.			
<u>Self-Sufficiency and/or Family Sustainability Support:</u>			
<ul style="list-style-type: none"> • Complete safe house intake and assessments. • Conducts orientation of new residents entering the safe house. • Prepare room for incoming residents; provide necessary cleaning and room prep. • Assesses residents' current and long term needs. • Develops a self-sufficiency plan and goals to help residents address their needs. • Serves as a liaison/advocate between the resident and the community resources of agencies. • Assist with the coordination of local resources. • Prepares correspondence on behalf of residents to service providers. • Maintains the confidentiality of resident information included in files, conversations or obtained from written sources. • Provide culturally appropriate services and referrals and/or coordinate interpreter supports to residents as needed. • Accompanies and transports residents as needed to medical, criminal justice and social service appointments to seek help with crime related situations or family needs. • Provide assistance with restraining orders/custody papers. • Provides court support and general information regarding the criminal justice system, act as court escort and provides information on the status of the residents' case. • Provide crisis intervention, conflict resolution and skill building with residents. • Facilitate house meetings with residents as assigned. 			





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- Remain knowledgeable of safe house /transitional housing and agency guidelines and procedures so independent decisions may be made in emergency as well as daily situation.
- Provide coordination and packing of resident's belongings.

Crisis Intervention & Advocacy:

- Responds to victims of crime to reduce levels of trauma and provide support in a way that reflects the agencies mission and values.
- Answers crisis line calls, assess for services, provide referrals and completes necessary documentation.
- Responds to calls requesting and advocate from clients, law enforcement agencies, medical facilities and other social service providers when it is appropriate and safe to do so.
- Provides advocacy and accompaniment services for clients who request it and ensure that the appropriate releases have been signed.
- Maintains a professional demeanor when working with clients and community partners. Communicate with law enforcement or other agencies as needed for the purposes of securing services for the client and ensuring their safety.
- Provides emergency transportation when necessary and safe.
- Contacts the client in one or two days for the purposes of following-up, providing safety planning and going over available resources.
- Responds to crisis after hours and weekends through the crisis hotline or in person on a rotating on-call basis.

Safe House/Transitional Housing Duties:

- Ensures the safety of the safe house buildings and residents through patrol of the property at regularly scheduled intervals and before the end of the shift.
- Investigates all unusual sounds, disturbances and intrusions.
- Calls law enforcement as necessary.
- Checks in with residents at safe house at curfew and as needed throughout the shift.
- Provides transportation to safe house clients when it is necessary for the purposes of ensuring their safety or providing advocacy.
- Reports any client issues or unusual incidences to Shelter Coordinator or Program Director.
- Completes house chores/tasks and light maintenance as assigned during shift. Shelter Coordinator will be responsible for delegation of these duties.
- Enforces safe house guidelines/rules.
- Relays information about client issues and occurrences during the night to morning staff through written documentation and verbally if possible.
- Complete all required documentation.
- Facilitates activities for the children residing at the safe house and provide some emergency child care when needed.
- Complete Transitional Housing assessments
- Develops a self-sufficiency plan and goals for Transitional Housing residents for continuous support and assistance.





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- Collects monthly rent from transitional housing residents.

General Duties:

- Compiles documentation necessary for statistical reports and case records in a timely manner.
- Participates in trainings.
- Attend weekly staff meetings and case reviews.

Community Awareness and Training:

- Provides presentations and training to community agencies, staff and volunteers on all aspects of domestic violence and sexual assault victims.

Other Duties:

- Other duties as assigned.

Qualifications and Education Requirements

Knowledge of:

- Computers Programs
- Empowerment coaching techniques
- Crisis Intervention and Peer Counseling Techniques
- Community resources

Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups, also with public, private and governmental agencies.
- Communicate and deal effectively with individuals and groups in stressful situations.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Effectively communicate with various socioeconomic and cultural backgrounds.

Education/Experience:

- High School Diploma/GE, some college preferred.
- Ability to communicate compassionately, reasonably, and clearly with diverse groups of individuals.
- Complete 40 hours Domestic Violence Counselor and 40 hours Sexual Assault Counselor training upon hire.
- Complete First Aid/CPR certification upon hire.
- Prefer three years of experience working as an employee or volunteer in social services.

Physical Requirements:

- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended amounts of time.
- Facility to see read and understand instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Physical agility to lift and carry up to 25 pounds, and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.





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- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Facility to drive a vehicle.





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Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a **valid driver's license for 5 years** and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	4/4/2013	Revised Job Description Date:	

**** Upon Hire, this will be signed and dated by the applicant. ****

Signature

Date

