



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	HT Community Resource Specialist	Job Category:	Shelter
Classification:	Shelter Based Services	WC Code #:	8804
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$18.67 per hour	Position Type:	Full time; 40 hours a week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	HT Program Coordinator		
Benefits:	11 Paid holidays, 3 weeks 4 days (152 hours) Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail:

applications@alliance4you.org
Subject Line: VCC HT Community Resource Specialist
Attention: Human Resources

Job Description

Role and Responsibilities

Provide crisis intervention, coaching, and resources to human trafficking safe house residents in order to support them in achieving their goals and self-sufficiency plan.

Self-Sufficiency and/or Family Sustainability Support:

- Complete safe house intake and assessments
- Conduct orientation of new residents entering the safe house
- Prepare room for incoming residents; provide necessary cleaning and room prep
- Assess residents current and long term needs
- Develop a self-sufficiency plan and goals to help residents address their needs
- Meet with clients on a weekly basis to provide case management.
- Serves as a liaison/advocate between the resident and the community resources of agencies
- Assist with connecting clients with additional legal and counseling services that are outside of VCC's scope.
- Prepare correspondence on behalf of residents to service providers
- Maintain 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 services 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 provide information on the statues of the residents case
- Provide crisis intervention, conflict resolution and skill building with residents
- Facilitate house meetings with residents as assigned





ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

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

Crisis Intervention & Advocacy:

- Respond to victims of crime to reduce levels of trauma and provide support in a way the reflects the agency's mission and values
- Answer crisis line calls, assess for services, provide referrals and complete necessary documentation
- Respond to calls requesting an advocate from clients, law enforcement agencies, medical facilities, and other social service providers when it is appropriate and safe to do so
- Provide advocacy and accompaniment services for clients who request it and ensure that the appropriate releases have been signed
- Maintain 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
- Provide emergency transportation when necessary and safe
- Contact the client in one or two days for the purposes of following-up, providing safety planning and going over available resources
- Respond to crisis after hours and weekend through the crisis hotline (DV/SA/HT) or in person on a rotating on-call basis

Safe House/Transitional Housing Duties:

- Ensure 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
- Investigate all unusual sounds, disturbances, and intrusions
- Call law enforcement as necessary
- Check in with residents at safe house at curfew and as needed throughout the shift
- Provide transportation to safe house clients when it is necessary for the purposes of ensuring their safety or providing advocacy
- Report any client issues or unusual incidences to shelter coordinator or program director
- Complete house chores/tasks and light maintenance as assigned during shift. Shelter coordinator will be responsible for delegation of these duties
- Enforce safe house guidelines/rules
- Relay information about client issues and occurrences during the night to morning staff through written documentation and verbally if possible
- Complete all required documentation
- Facilitate activities for the children residing at the safe house and provide some emergency child care when needed
- Complete transitional housing assessments
- Develop a self-sufficiency plans and goals for transitional housing residents for continuous support and assistance
- Collect monthly rent from transitional housing residents

General Duties:

- Compile documentation necessary for statistical reports and case records in a timely manner
- Participate in trainings
- Attend weekly staff meetings and case review





ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Community Awareness and Training:

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

Other Duties:

- Other duties as assigned

Qualifications and Education Requirements

Knowledge of:

- Computer 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 and circumstances
- Effectively communicate with various socioeconomic and cultural backgrounds

Education/Experience:

- High school diploma/GED, some college preferred
- Ability to communicate compassionately, reasonably, and clearly with diverse groups of individuals
- Complete human trafficking training, as well as 40 hour domestic violence and 40 hour 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 material
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the phone
- 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
- 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 those decisions
- Facility to drive a vehicle.

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 for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:





ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

- 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, and DMV clearance
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.

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:	4/6/2022	Revised Job Description Date:	

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

Signature

Date

