

SUPPORT STAFF

The responsibilities and duties of the Support Staff are as follows, but are not limited to the provisions described in this job description. All job responsibilities are to be performed under the direction and supervision of the Shelter Manager.

JOB DUTIES:

1. Provide in-person peer counseling for domestic violence/sexual assault victims and their children.
2. Assist shelter residents with daily living and parenting activities.
3. Perform intake for shelter clients.
4. Responsible for the comfort and well-being of the clients while at the shelter.
5. Facilitate the preparation of meals and completion of house chores.
6. Accurately complete all required forms for data collection.
7. Routine housekeeping and general maintenance as appropriate.
8. Facilitate and plan group-counseling sessions as assigned.
9. Transport clients and their children.
10. Provide referrals to community agencies for appropriate assistance.
11. Provide advocacy and accompaniment to clients.
12. Participate as "on call" DVERT/Hotline/SART or back-up as necessary.
13. Attend meetings and trainings as assigned.
14. Attend staff meetings.
15. All other duties as assigned.
16. Provide general assistance to client services center staff upon request.

BASIC REQUIREMENTS:

Ability to maintain regular work schedule.

Ability to set limits. Possess strong counseling, record keeping, and communication skills.

Ability to work nights, weekends, and holidays.

Must be certified as a Domestic Violence Counselor per Evidence Code 1037.1 and a Sexual Assault victim Counselor per Evidence Code 1035.2. (This requirement may be completed after employment.) Must provide proof of a current California driver's license, current auto insurance, and a current Department of Motor Vehicles driving history printout. Must successfully complete U.S. Department of Justice Form I-9. Must be willing to submit to fingerprinting for a criminal history check.

HOURS:

The hours per week and length of employment are subject to funding availability and client need. This is a part-time on-call position.

All employees will be expected to assist SDV&CC in meeting its commitment of providing crisis intervention assistance to clients on a 24-hour, 7 day a week basis.