

Job Description

Latina Children's Caseworker

Reports to:	Children's Services Coordinator
Department:	Domestic Violence Program
Supervises:	Not Applicable
Employment Status:	Full-Time
FLSA Status:	Exempt

Position Summary

Servicing Lee and Whiteside counties, the Children's Caseworker (Domestic Violence) works to provide support for children and adults who have witnessed or been affected by domestic violence and child abuse in their homes, with particular emphasis on Latina child victims, a minimum of 30% of her time. Serves as bilingual resource to victims of violence, staff, and other community organizations. This position requires the use of independent judgement in all service-related responsibilities. S/he will maintain the highest degree of confidentiality associated with performing the duties of this function. The Latina Children's Caseworker will also maintain, at all times, a commitment to quality client service on behalf of the YWCA Sauk Valley.

Primary Job Responsibilities include, but are not limited to:

Administration

- Completes documentation of client interaction in a clear and concise manner and submits for review to Children's Services Coordinator and/or Domestic Violence Program Manager in a timely manner.

Program Development & Implementation

- Schedules and provides public education and prevention programs to school children and community groups as needed;
- May facilitate various children's support groups including PEARL (Physical Emotional Abuse Recovery League), and teen groups providing children with activities to support their feelings, building self-esteem, build social skills, encourage cooperation and non-competition, and educate children about non-violent behavior and safety skills.

Direct Service

- Serves as primary children’s caseworker for Spanish-speaking victims of domestic violence;
- Provides verbal and written information to Spanish-speaking clients in their native language;
- Participates in assessment, updating, and staffing of child and adult clients;
- Provides transportation for clients using personal vehicle as needed;
- Provides support services for family members during intervention by the Department of Children and Family Services as needed;
- Provides crisis intervention as needed in response to hotline calls, walk-ins, and residential clients;
- Provides mandatory 24 hour on-call direct service (in-shelter and hospital) as part of a staff rotation.

Supervisory

- There are no supervisory responsibilities currently associated with this function unless otherwise assigned by the Program Manager.

Additional Duties and Responsibilities:

- Some local and national travel may be required;
- Successful completion of 80 hours of mandatory in-house domestic violence and crisis intervention training;
- Serves as a Mandated Reporter and reports suspected cases of child abuse as required under the Abused, Neglected Child Reporting Act.;
- Other duties as assigned.

Minimum Qualifications:

- Bachelor’s degree or equivalent formal training in human services, child development or equivalent combination of education and early childhood experience or related field (may include some combination of post-secondary education, employment or volunteer experience in children’s programming);
- Ability to speak and write fluently in English and Spanish;
- Ability to assess levels of emotional distress in children and adults and respond accordingly;
- Excellent organizational and computer skills;
- Knowledge of child abuse best practices and survivors support strategies;
- Excellent oral and written communications skills;
- Availability to work some evenings and weekends;
- A working telephone;
- Access to reliable transportation;
- Demonstrated ability to establish and maintain effective working relationships both internally and externally;
- Ability to take initiative and work independently and as part of a team;
- A desire for continual personal and professional growth and development;
- Commitment to and support of the YWCA Mission.

Physical & Mental Demands:

The position requires sitting, standing, stooping, bending, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise decisions and to respond in an effective and appropriate manner during crisis.

The YWCA Sauk Valley provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any classification protected by federal, state, or local laws.

YWCA of the Sauk Valley is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description.

I acknowledge that I have read, understand and have received a copy of this Position Description:

Employee Signature

Date

Supervisor Signature

Date