

Mother Teresa Shelter, Inc.
Position Description

Program: Mother Teresa Transitional Housing For Men **Hourly Grade:**
Job Title: Caseworker **FLSA:** Hourly-Non-Exempt Position

This job description is a record of the essential functions of the listed job. The job description provides the employee, administration, human resources, applicants, and other agencies with a clear understanding of the job. Jobs are always changing to some degree and the existence of the approved job descriptions is not intended to limit normal change and growth.

I. OBJECTIVE OF THE JOB (PURPOSE):

The Caseworker is assigned to a specific caseload of individual transitional housing guests to assist these individuals in ending their homelessness through needs assessment, goal setting, assistance in goal fulfillment, with regular follow up and accountability.

II. SPECIFIC RESPONSIBILITIES AND DUTIES:

A. Mother Teresa Transitional Housing For Men Case Work

1. Utilizes motivational interviewing techniques to evaluate guest needs and goals
2. Assist guests in determining pathways out of homelessness
3. Creates case management plan for each guest on their case load
4. Meets with each guest on their case load at least on a weekly basis
5. Follows up with guests regarding case management plan progress
6. Assists guests with housing, job, or other program application completion
7. Tracks all interactions with guests using HMIS case management software
8. Tracks all assistance given to guests using HMIS case management software
9. Tracks all case notes, planning, and other documents related to case management using HMIS case management software
10. Coordinates education to clients to support their successful transition into the community
11. Updates Homeless Outreach Manager weekly
12. Actively communicates with the Director of Operations at Mother Teresa Shelter and Homeless Outreach Manager to discuss guest's needs that fall outside of standard operating procedures

B. Transitional Housing Client Services

1. Monitors security cameras and follow appropriate procedures to ensure client and building safety
2. Assists with special events and activities
3. Monitors supplies such as food, bedding, and prepares rooms for new clients. Purchase food items as needed for client use.
4. Monitors the facility for safety and cleanliness. Takes appropriate action to maintain the cleanliness of the transitional house, as needed.
5. Performs basic administrative tasks, including filing, incident report summaries, meal pick-up, and other duties not listed here deemed necessary for the agency's and client's well-being

III. UNIVERSAL STANDARDS:

A. Positive relationships are developed with staff, clients, volunteers, stakeholders, and community.

1. Builds relationships based on mutual trust and rapport.
2. All issues are approached with a win-win attitude that respects the dignity of all parties.

IV. Actions and statements of staff, as a representative of the agency, promote and progress the agency mission.

1. Conveys a clear understanding of the organization's vision and mission.
2. Demonstrates agency and program values in job performance.
3. Staff has a general knowledge of roles and responsibilities of other positions within the program.

V. Professional knowledge, skills, and attitudes are enhanced by the utilization of opportunities and resources available.

VI. Confidentiality is maintained in accordance with agency policy and according to federal, state and local regulations.

VII. Responsibilities are carried out to a successful completion.

- A. Meets schedules deadlines and performs routine tasks with minimal supervision.
- B. Possesses and maintains the necessary skill level in technology systems and software required to perform individual job duties.

VIII. Desired results are achieved with staff, clients, volunteers, stakeholders, and community by effectively using all forms of communication.

- A. Demonstrates the knowledge of and the ability to effectively use communications tools. (e.g., telephone system, e-mail, fax, etc.)
- B. Demonstrates effective, respectful oral and written communication skills with staff, clients, volunteers, stakeholders and community.

IX. PHYSICAL DEMANDS:

A. The above listed position requires the following physical capabilities:

1. Ability to lift/manipulate/move objects weighing no more than 25 pounds from one place to another.
2. Ability to lift objects from the floor to 18" inches above the shoulder.
3. Vision sufficiently correctable to permit full performance of all job duties.
4. Ability to drive or provide transportation for required travel in specific county, counties, or service area.

5. Wide range of mobility including walking, running, climbing (step stool), sitting (including on the floor, benches, folding chairs), stooping, bending, and carrying necessary materials to perform planning, preparation, outreach activities, and possible evacuation in emergencies.
6. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, faxing and writing.

V. EDUCATIONAL REQUIREMENTS:

Bachelor's Degree in psychology, social work, sociology or similar with 6 months of experience working in a residential facility, shelter, or similar environment or an Associate's Degree and any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

VI. ACCOUNTABILITY:

The Homeless Caseworker reports to the Mother Teresa Transitional House Homeless Outreach Manager for his/her performance.

Other Qualifications:

Must support the moral teachings of the Catholic Church, i.e., must not teach, advocate, or in any way encourage beliefs or behaviors that are contrary to Catholic social doctrine.

Position requires ability to work irregular hours, including evenings and weekends as required. Candidate must possess a valid driver's license and successfully pass a criminal background check. Requires travel throughout the Diocese of Corpus Christi.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb, balance, and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Submit cover letter, resume, and salary requirements by email to Kathy Pekar at kpekar@diocesecc.org. Telephone inquiries will not be accepted.