

## **Center Against Sexual and Family Violence Job Description**

**Title:** SA Crisis Services Specialist – Shelter (FT)  
**Supervisor:** Crisis Services Coordinator  
**Status:** Non-Exempt

### **Scope of Duties:**

Provide telephone crisis intervention, screen potential clients for appropriate services and/or referrals. Monitor activities and maintain accurate documentation and records in accordance with the Texas Department of Human Services, CASFV policies and procedures, and the Department of Housing and Urban Development (HUD).

Provide comprehensive advocacy services to victims of sexual assault and domestic violence. Services include, but are not limited to: Provide 2 on-call shifts per week for hospital accompaniments, crisis intervention, case management, safety planning, information/referral, complete housing screenings, and follow-up peer support to victims of sexual assault and domestic violence. Provide victims in the hospital setting with support in securing medical treatment, safe shelter, protective orders, referrals, transportation, education about agency services financial services, and follow-up assistance. Provide referrals to inner city shelters Perform other duties as assigned. Evening, holiday and weekend work required.

This is a non-exempt Full-time position that requires the approval of the Crisis Services Coordinator for work in excess of 40 hours in a work week.

### **Essential Job Functions:**

1. Provides follow-up and wellness checks within 24 hours to all victims taken to the hospital. Also provides follow-up calls to all victims who have been accepted into the shelter but have not arrived.
2. Provide hospital accompaniment to survivors of sexual assault. On-call duty for hospital accompaniment includes weekend and night visits. Be placed on the call roster for at least two weekly shifts, one of which is a graveyard shift.
3. Provide telephone crisis intervention, make referrals to community agencies, and document referrals.
4. Respond immediately to telephone calls and provide information regarding the Centers' services and programs in an educational manner.
5. Provides crisis intervention case management, safety planning, and information/referral to survivors of domestic violence and sexual assault. Regularly updates community resource list.
6. Assist with continued development, coordination and provision of Advocacy Training of staff and volunteers, and other training as necessary.
7. Participate in training related to homelessness, HMIS, and any others related to shelter systems and/or housing.
8. Maintain call quality and quantity standards for coordinated entry purposes, i.e. length of calls, calls per hour, and other required data.
9. Assist with the analysis of , the coordinated entry system as well as implementation of system changes.
10. Provide for the safety, comfort and well-being of residents.
11. Transport client as needed and in emergencies.
12. Explain and enforce Shelter's guide lines and provide reason for them.

13. Provide crisis intervention to residents as appropriate.
14. Maintain files keeping notes and other documents in chronological order. Document all client contacts including but not limited to case notes, follow-up case notes, incident reports, correspondence and other notes, in accordance to TDHS guidelines and Center's procedures.
15. Record timely and appropriate documentation in agency client record system to reflect delivery of services.
16. Accurately document and file necessary client information and daily log, provide status files to Client Services Coordinate or her designee daily.
17. Bring issues of concern to Advocate's attention.
18. Prepare required monthly reports in a timely and accurate manner.
19. Perform miscellaneous duties including stocking supplies, setting up blank HART forms, filing, maintaining a clean work area.
20. Attend staff meeting, secondary meetings and required training.
21. Be a positive team member
22. Other duties as assigned.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Represent the agency in a positive manner at all times.
3. Respect the client at all times.

Minimum Qualifications:

Training and Experience:

High school diploma. Computer proficiency in MS Office applications. Demonstrate emotional stability, positive attitude, patience, empathy, assertiveness and good oral and written communications skills. Able to work flexible hours and weekends. Bilingual English/Spanish. Must have own transportation, valid Texas driver's license and current insurance.

This job description should not be construed to imply that these requirements are the only duties, responsibilities and qualifications for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the SA Crisis Service Specialist – Shelter job description and am able to perform the functions described.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_