

**YOUR COMMUNITY CONNECTION  
FAMILY CRISIS CENTER  
POSITION DESCRIPTION**

<b><u>JOB TITLE:</u></b> Aftercare Case Manager	<b><u>CLASSIFICATION:</u></b> Full-Time/Non-Exempt
<p><b><u>FUNCTION:</u></b> Under the direct supervision of the DVVAC Manager and the general direction of the Executive Director, serve as a supportive link between post shelter clients and community resources. Assist domestic violence victims in avoiding abusive environments, thus allowing them to lead independent, violence-free lives.</p> <p><b><u>DUTIES AND RESPONSIBILITIES:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete needs assessment with clients moving from the shelter into the community.</li> <li>2. Provide transitional assistance to new clients in the Aftercare Program.</li> <li>3. Maintain contact with clients weekly to re-assess client goals, needs, and progress.</li> <li>4. Conduct home visits at least twice a month for each client to assess their situation and track progress. Conduct office visits for clients whose home is not safe for home visits.</li> <li>5. Maintain a solid working knowledge of community resources and services available to clients and assist clients in obtaining community resources that will allow them to fulfill their goals.</li> <li>6. Assist clients with law enforcement and Crime Victims Reparations as needed.</li> <li>7. Provide short-term crisis intervention, personal advocacy, information and referrals to walk-in victims of domestic violence. Follow-up with clients as needed.</li> <li>8. Maintain accurate records on all clients and enter into client database.</li> <li>9. Track services rendered according to VOCA standards and submit monthly report to DVVAC Manager by 5<sup>th</sup> working day of each month.</li> <li>10. Assist DVVAC Manager to compile both VOCA Quarterly Report and Annual Report.</li> <li>11. Meet weekly with shelter staff in client staffing meeting to discuss client needs.</li> <li>12. Attend DVVAC weekly meeting/training and monthly YCC all staff meeting.</li> <li>13. Complete 40 hours Rape Advocacy Training and 24 hours Domestic Violence Core Training.</li> <li>14. Perform other duties as required.</li> </ol> <p><b><u>EDUCATION/EXPERIENCE REQUIREMENTS:</u></b></p> <p>Bachelor's degree in social work or related field required. Social Service Worker license preferred. Experience working with at risk-families required. Bilingual (Spanish/English) abilities preferred. Ability to assess client needs and provide support to victims of domestic violence. Must have a knowledge of community resources and services available. Must possess a valid Utah Driver's License.</p>	
<b>PRESIDENT, BOARD OF DIRECTORS</b>	<b>EXECUTIVE DIRECTOR</b>

Revised 8/30/13