

Project Woman Position Description

JOB TITLE: Family and Youth Specialist
FLSA STATUS: Non-Exempt, Salary
LOCATION: Clark and Champaign Counties; Administrative Offices, Shelter and Community Locations

EXPECTATIONS OF ALL EMPLOYEES

Supports Project Woman's mission and values by exhibiting the following behaviors: confidentiality and respect for all survivors, Trauma-Informed Responses and Approaches, service excellence and job competence, collaboration and team player, and commitment to our community.

POSITION SUMMARY

Under the direct supervision of the Empowerment and Crisis Intervention Specialist provides specialized case coordination to remove barriers and build natural supports for survivors and their families; focus given to holistic needs of survivors who remain in contact with abusive partners, history of allegation of abuse and/or neglect, connected to multiple systems, etc.

PRIORITIES

Collaborates closely with local child and family service providers including home visitation, K-12 schools, Child Protective Services, Juvenile Detention and Diversion Services, IPV Collaborative, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops Individualized and family – focused Service Plans (I/FSP) with survivors and their families
2. Meets criteria for provision of Community Psychiatric Support Treatment under Ohio Revised Code for Ohio Mental Health and Addiction Services (OHMAS) and in keeping with the Council on Accreditation.
3. Completes Needs and Barrier assessments in a strengths-based perspective; ensuring survivor's direct input to goals, support plans, community partner agency referrals, etc.
4. Based on the Individual Plan (ISP), the Family and Youth Case Manager provides information and referral for the well-being of survivors including medical, legal, employment, educational, housing solutions, etc. in a survivor-centered manner.
5. Provide empowerment-focused education and ongoing support related to developing independence from violence; Provide personal advocacy (aligned with OHMAS CPST Standards).

6. Provide prevention and empowerment-focused education to youth and families with a priority of building resiliency, coping skills, and independence from violence.
7. Maintains Progress Notes that indicate actions and activities related to the (ISP); all medically necessary services are documented in accordance with standards established by OHMAS and the Office of Medicaid.
8. Maintains contact with agencies in the community that can provide services and programs for survivors and their families and children; Provides systems' advocacy as necessary to ensure positive collaborative partnerships.
9. Provides Crisis Line coverage as needed.
10. Works closely with other staff as part of the Interdisciplinary Team (IDT) to support survivors to meet safety, independence, and self-sufficiency goals as a means of breaking the cycle of violence.
11. Records statistics; utilizes agency database and prepares reports as needed.
12. Meets agency utilization standards including outputs and outcomes.
13. Performs other duties as needed, requested, or as assigned.

QUALIFICATIONS

Requires Bachelor's Degree in social work or related field or otherwise maintains certification as a registered social work assistant; must meet criteria for OHMAS CPST service delivery standards. Good written and oral skills. Must be energetic, and have positive attitude and ability to interact well with survivors, staff, and colleagues at partner agencies. Prior experience working with domestic, intimate partner, and sexual violence survivor services. Collaborative and Team Focused. Excellent written, oral and social media/public communication skills; strong creativity, organization and problem solving abilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is moderately active and can include standing and sitting. May require lifting up to 50 pounds. Travel in and out of state for trainings, conferences, and seminars is possible.

JOB RELATIONSHIPS

Supervises: None
 Supervised by: Empowerment and Crisis Intervention Specialist

Staff Signature: _____ Date: _____

Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.