



Job Description
SAFE Passage Relief Staff

Job Title: SAFE Passage Relief Staff
Reports To: SAFE Passage Lead Relief Staff
Those Reporting To: none

Summary

The SAFE Passage Relief Staff provide case management services to clients in the SAFE Passage transitional living program of SAFE Haven of Racine, Inc. on weekends, holidays, and at other times when Residential Case Managers are not on duty, or when the program is exceptionally busy. *Relief Staff must be available to work weekends and holidays.*

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Fill open shifts on weekends, holidays, and at other times when Residential Case Managers are not on duty, or when the program is exceptionally busy, under the direction of the Lead Relief Staff and SAFE Passage Program Coordinator.

Supervise clients and coordinate their activities, including assignment of household chores, meal preparation, recreation, etc.

Complete intake process and AODA assessment with clients according to established guidelines, and make appropriate contact with and/or referrals to other agencies.

Ascertain that a medical health assessment, completed by a Registered Nurse, has been scheduled within 24 hours of a resident's admission.

Enforce program rules, consequences and privileges.

Plan and assist residents in the preparation of meals for residents in accordance with federal, state and local guidelines.

Be available as a source of case management support for residents throughout assigned shifts.

Create a healthful atmosphere within the house, conducive to congenial group living.

Maintain overall household safety, maintenance and cleaning including collecting and taking out garbage, shoveling snow off walkways, stairs and porch, vacuuming, mopping, etc.

Respond to telephone calls as needed.

Under the direction of the SAFE Passage Program Coordinator, complete case files.

Provide supervision and continued training of volunteers and new staff as directed.

Assist in the completion of required reports as directed by the SAFE Passage Program Coordinator.

Enter required data in the Runaway and Homeless Youth Program Management Information System.

Attend required monthly staff meetings.

Attend mandatory in-services.

Accrue at least 15 hours of training annually.

Continue professional growth through independent study and attendance at training sessions and workshops.

Other duties, as time permits, at the discretion of the SAFE Passage Program Coordinator and/or Executive Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Experience in the provision of human services very strongly preferred.
Prior agency experience very strongly preferred.
A degree in human services is strongly preferred.
Supervisory experience preferred.

Language Skills

Very good oral communication skills, including active listening skills.
Must be able to read, write and speak English fluently.
Bilingual Spanish language abilities preferred.

Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), databases (Microsoft Access) and Internet communications.
Prior experience in RHY MIS and/or WISP strongly preferred.

Other

Must be at least 18 years of age.
An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.
Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.
Must successfully complete the SAFE Haven basic training program within thirty (30) days of hire.
Empathy for people who are often in difficult circumstances.
Excellent problem solving skills and mature judgment.
Must be available to work weekends and holidays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb three flights of stairs in 90 seconds.
Must be able to handle stress and work well under pressure.
Must be able to keep an emotional distance from the clients.
Must be able to handle crises.

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 facility is a community based state residential group home in an urban inner city environment. Clients present with many issues including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and problems with family dynamics.

Status

This position is a nonexempt part time wage position eligible for other employment with SAFE Haven of Racine Inc. It is the policy of SAFE Haven of Racine Inc. that no nonexempt employee work more than 40 hours per week.

Required Hours

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Under no circumstances is any nonexempt employee to work more than forty (40) hours within a week without prior written supervisory approval.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be signed, dated, provided to the employee, and maintained in the personnel file.

Revised: 12/4/2009

Signed, Employee

Date