



JOB DESCRIPTION

JOB IDENTIFICATION: CONTRACTUAL POSITION

POSITION TITLE: CASE WORKER

ORGANIZATION: VISION ON MISSION

LOCATION / DIVISION: - 5 RAILWAY ROAD, SAN JUAN / SAN FERNANDO (TENTATIVE)

SALARY:

JOB SUMMARY:

The Case Worker will be responsible for assisting clients to cope with a variety of problems they may face during their re-integrative journey. The Case Worker will be responsible for ongoing comprehensive case management services to include detailed intake, assessment, counselling, education, crisis intervention and referral services for the organisation's clientele and their families. This post also requires weekly travel to VOM's in-prison programme and its facilities. In addition, flexibility in working beyond normal working hours will be necessary at times.

REPORTING RELATIONSHIPS

REPORTS TO: PROGRAMME COORDINATOR & INDIRECTLY TO EXECUTIVE PRESIDENT

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

CORE FUNCTIONS/RESPONSIBILITIES:

- Complete detailed intakes and assessments of new clients and determine best approach most beneficial to clients
- Conduct follow-up interactions with clients through effective case management and maintenance of precise documenting of all interactions
- Develop and Provide targeted, individually tailored, case plans for clients in pre-release programme and residents/clients housed at the In-transit Center facilities, to guide their reintegration back into the community
- Maintain and update confidential client case files and computer-based database, and complete case notes and progress reports on a timely basis
- Conduct home and job site visits periodically and make any recommendations as required
- Coordinate administrative and travel arrangements to facilitate clients' needs (e.g. obtaining identification documents, employment, accommodation, training etc.)
- Develop and Facilitate informational, educational, supportive and awareness-raising activities, group sessions and workshops among targeted clientele/residents and other stakeholders of VOM services
- Develop productive, change-promoting relationships with offenders and their families in a way that decreases resistance and increases their resiliency
- Model professionalism and ethical behaviour during all supervision contacts; Exemplify the pro-social attitudes and behaviors that we expect offenders to exhibit, and work with them during these encounters to practice effective problem-solving and other social work skills
- Collaborate closely with local authorities and other service providers and make referrals to other agencies as necessary to meet clients' needs.
- Work closely with existing service providers including, schools, government agencies, training facilities and employers to engage the target group in education, training and employment
- Schedule and Document client referrals for placement at other social service institutions, as needed
- Participate in case review discussions and other official procedures with relevant staff in the organization as well as actively participate in staff meetings as scheduled
- Perform other related duties as may be assigned

KNOWLEDGE, SKILLS, ABILITIES:

- Highly developed knowledge in casework methods and techniques in serving the homeless, vulnerable, and 'at-risk' population with an ability to coordinate ongoing case practice and services for clients.
- Sound intrapersonal and interpersonal skills to include excellent active listening, written and oral communications, critical thinking, social perceptions, service orientation, judgment and decision-making
- Sound presentation skills to facilitate educational, supportive, and informative programmes/ workshops
- Accurate documentation and diagnostic skills and a basic ability to perform research as needed
- Demonstrate knowledge of local cultural traditions, practices and familiarity with support services to ensure service response is tailored to the individual/target group
- The ability to work in a high-pressured, fast-paced environment managing a full and varied workload while meeting prescribed deadlines
- Must possess the ability to work both autonomously and as part of a high performing team

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Social Work or any of the following related disciplines is required: Behavioural Science, Criminology, Criminal Justice, or Psychology
- Certification in Mediation or Counselling is an asset
- A minimum of one-year experience in Humanics
- Proficient in Microsoft Office required
- Valid driver's license would be an asset

To what extent does this job entail travelling?

Daily ()

Weekly (√)

Monthly ()

Not applicable ()