



DIAMOND DIVA EMPOWERMENT FOUNDATION

1027 S. VANDEVENTER AVENUE, SIXTH FLOOR
SAINT LOUIS, MISSOURI 63110

DESCRIPTION OF SERVICES "Exhibit A"

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| Job Title: | Pathways to Housing Case Worker |
| Job Type: | Non-Profit Organization |
| Job Culture: | Domestic Violence |
| Schedule: | Monday thru Friday, 9am - 5pm (In-person) |
| Work Location: | Corporate Headquarter - St. Louis |

ABOUT US:

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being.

DUTIES:

The Case Worker works with the Pathways to Housing (P2HO) program to provide wrap-around case management services to survivors of domestic violence. To achieve programming and financial goals set by the Program Manager, the Pathways to Housing Case Worker will use a multi-disciplinary, evidence-based approach to help survivors address a variety of challenges, including but not limited to housing support, employment placement, mental/trauma support, substance abuse and crisis intervention. This P2H program model assists clients for up to 12 months (depending on need) and is contingent on grant funding.

RESPONSIBILITIES:

CLIENT MANAGEMENT/TRACKING

- Provides strengths-based culturally specific emotional support, safety planning, legal advocacy, information and referral services to victims/survivors of sexual assault, domestic violence, sex trafficking, and other victims of crime
- Preliminary screening with new/current members of the community to assess needs in a highly confidentially manner (housing, employment, education, domestic violence, mental & spiritual health, substance abuse treatment, health, parenting referrals.
- Conduct trauma-informed Domestic Violence (DV) pre-assessments/post assessment and develop safety plans with each client.
- Track client progress to ensure weekly follow up while carrying a case load of up to twenty (20) new clients per one (1) month cycle.
- Accurately enter all client activity and provide service in Salesforce within 1 business day of activity or service.

RESOURCE MANAGEMENT

- Provide follow-up and wrap around services identified through 2DEF mission and vision statement.
- Refer consumers to support services as needed per the Housing Stability Plan.
- Coordinate directly with the support services provider to track and ensure support services were provided.
- Build and maintains an extensive knowledge of community resources to match consumers with eligible resources.

ADMINISTRATION

- Complete daily and weekly data logs, time sheets, client demographics, and input of client data into Salesforce within 24 hours of providing services to the survivor.
- Attend scheduled training sessions and other training geared toward professional growth. Attend agency staff meetings.
- Keep thorough and up-to-date client case files in accordance with agency and contract file requirements.
- Provide information to the general public regarding the domestic violence program through personal and social media marketing.
- Accept other appropriate duties/responsibilities as assigned by 2DEF management.

EDUCATION:

The Case Worker has a *required* BA degree in social justice, business, non-profit management, or equivalent experience; as well as 3 to 5 years of professional work experience in a leadership role working in complex environments and serving diverse communities, including LGBT2Q+. Minimum of 1-2 years of experience working with survivors of domestic violence, and/or sexual assault including dating violence, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence.

EXPERIENCE:

- Minimum of 3 years of experience working with survivors of domestic violence and/or sexual assault including dating violence, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child
- Experience in community networking, case coordination for multi-disciplinary teams, providing a safe environment for victims/survivors and demonstrated organizational skills required
- Must comply with rules and regulations of the 2DEF, local hospitals and law enforcement agencies
- Must have reliable, personal transportation
- Additional consideration given to candidates who are bilingual or possess related advanced certifications or licensure
- Case management principles.
- Must possess proficient computer skills and in-depth knowledge of relevant Microsoft office required.
- Background checks, required.

Send resume to office@2def.org