

# NEW JERSEY ASSOCIATION ON CORRECTION

“Helping People With A Past, Build A Future” Since 1961

## JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
PCWC Shelter Senior Case Manager	Program Manager	Exempt	PCWC Shelter	Program Professional III
<b>If interested please submit your application to:</b>				
<b>Program Manager: Carolyn Timmons</b> <b>E-mail: <a href="mailto:ctimmons@njaconline.org">ctimmons@njaconline.org</a> Fax: 973 -881- 0617</b>				

### Our Guiding Principles

1. Passaic County Women’s Center is the center for providing leadership, support, and advocacy for this work in Passaic County.
2. We know that we cannot do this alone. We will provide the leadership to build effective community partnerships and drive the systems changes required to end assaults on women.

PASSAIC COUNTY WOMEN’S CENTER (PCWC) DOMESTIC VIOLENCE SAFE HOUSE is a shelter program in Passaic County which houses women and children who have become homeless as a result of leaving a domestic violence situation.

### Purpose

3. To provide safety, support, advocacy and resources for survivors of domestic violence and their children.
4. To work relentlessly to change the systems and attitudes that allows this abuse to continue.
5. We are committed to the empowerment of all women and believe that all people should be valued without bias and should be treated with dignity and respect.
6. Domestic violence is never the fault of the survivor.
7. We will promote safety, justice and autonomy for survivors of domestic violence.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

#### Supervise facility monitors

- Recruit, interview and recommend applicants for staff positions
- Monitor program effectiveness and make recommendations when necessary
- Ensure adequate staff coverage and scheduling for all shifts
- Provide written bi-weekly supervision for subordinates
- Facilitate update meeting with subordinates as a group a minimum of once per month
- Assign and ensure attendance for all subordinate staff
- Ensure contract compliance in security, safety and accountability
- Update Program Operations manual as needed

#### Case Management

- Interview and Develop relationships with participants.
- Provide casework and counseling referral to participants.
- Participate in staff and house meetings
- Prepare and maintain client records including social histories, chronological reports, program plans, case summaries and other information as needed to ensure contract compliance
- Provide appropriate advocacy and referrals for clients seeking housing, legal advice, etc., while encouraging and facilitating clients’ independent action.
- On-call rotation
- Maintain up-to-date records of all activities and submit weekly reports to supervisory staff.
- Perform other duties as assigned.

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**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.

- Ability to supervise Facility Monitors
- Ability to communicate orally in the English language or other language as may be specified, with clients, agencies, and the public and in group and face-to-face, one-on-one settings.
- Ability to work cooperatively with other employees, clients, and the public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of situations where only limited information exists.
- The employee in this position is often required to lift up to 25 lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, must have use of an insured vehicle, and have a satisfactory driving record. Successful background, driving record, and criminal record clearances required at hire and/or at random in the future. Employment, educational and credentialing validation also required at hire.

### **EDUCATION/EXPERIENCE:**

Bachelor's degree from a four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS** Successful DOC clearance required

### **MATH ABILITY:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of situations where only limited information exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule formats.

### **COMPUTER/TYPING SKILLS:**

Strong computer skills including Windows and Microsoft Office Suite.

### **SUPERVISORY RESPONSIBILITIES:**

Supervise Facility Monitor

The New Jersey Association on Correction is a 501(c)(3) nonprofit organization founded in 1961 that provides services in seven New Jersey counties to survivors of domestic violence and sexual assault, persons with HIV/AIDS and those who are reentering society following incarceration. For more information see [www.njaonline.org](http://www.njaonline.org).

### **ASSOCIATION PHILOSOPHY:**

All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

*The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.*

Senior Case Manager, PCWC, 07.25.2019