

**NEW JERSEY ASSOCIATION ON CORRECTION  
JOB POSTING**

<b>Job Title</b>	<b>Reports to:</b>	<b>FLSA Status:</b>	<b>Department:</b>	<b>Level:</b>
<b>Social Worker/Therapist</b>	Program Supervisor	Non-Exempt FT	CCWC	<b>Program Professional I</b>
<b>If interested please submit your application to:</b>			<b>Date Posted</b>	
<b>Helena Tomé Regional Director htome@njaconline.org</b>			<b>4/23/10</b>	

**CAMDEN COUNTY WOMEN’S CENTER (CCWC) DOMESTIC VIOLENCE SAFE HOUSE** is a 45-60 day shelter in Camden County which can house up to thirty eight women and children that have become homeless as a result of leaving a domestic violence situation. The safe house also houses the Camden County 24-hour domestic violence hotline.

**Purpose**

1. To provide safety, support, advocacy and resources for survivors of domestic violence and their children.
2. To work relentlessly to change the systems and attitudes that allows this abuse to continue.

**Our Guiding Principles**

1. Camden County Women’s Center is the center for providing leadership, support, and advocacy for this work in Camden 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.
3. 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.
4. Domestic violence is never the fault of the survivor.
5. We will promote safety, justice and autonomy for survivors of domestic violence.

Under the direction of the Shelter Supervisor the Social Worker performs professional social work with individuals and/or families to obtain basic needs, financial, housing and social services. Oversees and supervises volunteers and interns. Provides oversight of the social work internship program and provides supervision for social work interns. Performs related duties as required.

**ESSENTIAL FUNCTIONS:**

**Case Management**

- Manages a caseload of clients, maintain case files.
- Identifies and provides intervention strategies for children and their families including counseling group work, case management and crisis intervention. Provides supportive counseling and advocacy for clients.
- Conducts comprehensive client assessments to collect functional, environmental, psychosocial, financial, employment, housing, educational, and health information as appropriate to develop a case plan.
- Develops support systems to meet client needs by identifying and coordinating a variety of available services necessary to maintain independent living, and, when possible, self-sufficiency and family stabilization.
- Refers clients to available therapeutic, social service, educational and medical resources when appropriate.
- Conducts crisis intervention as necessary.
- Monitors and verifies services provided to each client on a monthly basis, determining quality and effectiveness of services provided.

- Prepares and presents staff and community training and educational programs and publicity materials.
- Prepares written and statistical technical reports. Evaluates social service needs throughout the program and plans and recommends improvement and modifications to meet those needs.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality services to those served.
- Develops and maintains effective inter-agency working relationships and consults with governmental officials at the municipal, county, state, and federal levels as well as private agencies, and community leaders;
- Oversee and supervise volunteers and interns.

**Other:**

- Participate and assist with program projects and events.
- Other duties as may be assigned.

**EDUCATION AND EXPERIENCE:**

- Master of Social Work (MSW) degree from an accredited college or university.
- Two years of experience in community services in case management and/or program management.
- Motivated with sense of teamwork.
- Good communication and people skills
- Demonstrated skills in working with clients from various backgrounds and embraces NJAC mission to provide human services with compassion and in a dignified environment.
- Good computer skills in MS applications: Word, Excel, PowerPoint, Outlook
- Ability and desire to work with people from various backgrounds and/or limited English.
- Bi-lingual – Spanish preferred

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Principles and practices of public and social service administration.
- Principles and practices of social service program planning.
- Community groups and organizations involved in providing community and human services.
- Federal, state, and local laws, ordinances, rules, and regulations related to social service programs.
- Domestic Violence

**Ability to:**

- Understand individuals in domestic violence situations and assist them to develop initiative and resources to ameliorate their social, financial and economic circumstance.
- Comprehend and make inferences from material written in the English and Spanish language.
- Communicate orally in the English and Spanish language with clients, agencies, and the public and in group and face-to-face, one-on-one settings.
- Work cooperatively with other employees, clients, and the public.
- Observe, compare, or monitor data to determine compliance with prescribed operating standards, program regulations, or contractual requirements.
- Review or check the work products of others to ensure conformance to standards.
- Produce documents written in the English and Spanish languages using proper sentence structure, punctuation, grammar, and spelling.
- 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 50lbs., 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.

**ADDITIONAL REQUIREMENTS:**

Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, use of an insured vehicle, and have an acceptable driving record.

**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