

Job Title: Weekend Support Worker Friday/Saturday/Sunday

Program: Maya's Place

Reports to: Program Director

Salary: \$12.00 hour/ 19 hours/week

Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads for Women is at will.

POSITION SUMMARY

The Weekend Support Worker helps facilitate the continuation of client and community support services and necessary administrative duties during non-traditional working hours. Responsible for enforcing visitor policies, maintaining In/Out log, and checking for inconsistencies. Monitoring for unusual activity in and around the property and report to the Program Director or other authorities as necessary. Participate in good communication with clients while maintaining appropriate boundaries. Maintain close communication with staff regarding client's clinical or policy issues. Provide crisis intervention and emergency services, as needed. In cases of crisis, consult Program Director/Case Manager or other appropriate staff member for backup and hold client meeting if relevant to process the crisis. Assist with other agency functions as assigned. The Weekend Support Worker fosters maximum self-determination on the part of the client, to provide crisis intervention, advocacy, and individual life skills education. Help clients with positive goal setting.

REQUIREMENTS

- 1. Bachelor's Degree in social work or a combination of relevant education, training, and experience totaling 4 years. Bilingual (English/Spanish) a plus.
- 2. Has an understanding of the dynamics of substance abuse, mental health issues, homelessness, interpersonal violence and harm reduction. Crisis management experience a plus.
- 3. Excellent written, verbal and interpersonal communication skills.
- 4. Strong attention to detail, well organized and a commitment to treating others with respect.
- 5. Experience with Microsoft Office applications (Word, Excel, and Access).
- 6. Willing to work to support the overall mission of the organization.
- 7. Ability to work effectively in a rapidly changing, multi-task, crisis oriented environment.
- 8. Ability to work independently and as part of the team to ensure that the highest quality and most relevant services are provided to clients.
- 9. Works within the parameters of Federal, State and local funding and agency guidelines.
- 10. Willingness to work with other agencies and develop collaborations for service provision.
- 11. Conduct relationships in such a way as to promote mutual respect, public respect and improvement of services.
- 12. Ability to adhere to strict standards of confidentiality.
- 13. Must possess a valid New Mexico driver's license, a clean driving record, and proof of insurance; able and willing to travel locally as needed.

14. This position is subject to Criminal Background Check (post-offer).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods. This position requires periods of computer usage including typing and viewing a monitor.

The employee frequently is required to use hands, fingers to handle and feel. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Speak and hear face-to-face.

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.

JOB DUTIES AND RESPONSIBILITIES

CLINICAL

- 1. Conduct Intakes with new clients and provide Program Director with completed documentation.
- 2. Coordinate and oversee weekend activities including: groups, outings, exercise program, movie night, arts and crafts, and weekend visitation program and others as necessary.
- 3. Provide transportation as required and approved by Program Director.
- 4. Provide individual support to clients; maintain frequent contact with clients; distributes medication as necessary and conducts urine analysis and Breathalyzer testing as indicated or required by Program Director.
- 5. Participates in interdisciplinary team approach; maintains regular communication with program director and other care providers; participates in the review of client related issues and program policies and procedures. Consult with Program staff and related professional staff in monitoring of client's progress; communicate observations and notable encounters to program staff.
- 6. Identify and provide emergency crisis services within scope of licensure; respond as appropriate; arrange for therapeutic crisis intervention and emergency services as required. Coordinate crisis intervention with on-call staff, resident manager, and other program staff as needed.
- 7. Maintain current knowledge on relevant issues (e.g. addiction, homelessness, mental health, trauma, gender responsiveness) through attendance at conferences/ workshops and contemporary research. Attend training as required.
- 8. Attend clinical and general staff meetings as required.
- 9. Abide by confidentiality standards required by Crossroads, State and Federal statutes.

ADMINISTRATIVE

- 1. Obtain judgment and sentencing paperwork and or booking sheets from appropriate sources.
- 2. Be cross-trained in other areas of support services.
- 3. Responsible for the maintenance of program files, ensuring they meet State, Federal, local and organization requirements.
- 4. Perform various administrative functions as appropriate including assisting program staff with tasks such as copying, faxing, and running errands. Post weekly chore schedule.

OTHER.

1. Ensures that facility is a safe and protected environment including developing and implementing appropriate procedures

for handling day-to-day and crisis related situations.

- 2. Contributes to the management of donations, including greeting donors, receiving the donation and ensuring that a donation receipt form is completed.
- 3. Contributes to the daily operations of the agency as needed which includes group meal preparation and cleaning
- 4. Other duties as assigned and relevant to the success of the mission of Crossroads for Women

Crossroads for Women is an Equal Opportunity Employer. If interested please send your resume, cover letter and three professional references to: employment@crossroadsabq.org and Crossroads for Women, ATTN: Employment, 805 Tijeras NW Albuquerque, NM 87102 or e-mail the same to exec.dir@crossroadsabq.org