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## Job description

### Position Summary:

MCSA is seeking the ideal candidate for their part-time **Domestic Violence Shelter Care Worker**.

### Essential Functions and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While not totally inclusive, the following are essential functions and responsibilities for this position and may be revised from time to time. The primary purpose of this position is to provide emotional support to victims of domestic violence and their children for MCSA Domestic Violence Shelter including:

- Staff the shelter during assigned hours, notify supervisor of absences.
- Read the log book from previous shift at beginning of shift.
- Update the log book with information pertinent to residents to inform other staff.
- Log information.
- Do not log opinion.
- Update files as needed.
- Complete and process client intake forms.
- Orient new residents to the shelter facility, services and related program policies.
- Provide ongoing emotional support to women and their children at shelter.
- Answer Crisis phone line as assigned.
- Assist residents in assessing needs and problem solving.
- Complete training and education
- Working knowledge of community resources and services.
- Participate in staff meetings.
- Conduct Client House meetings.
- Facilitate or co-facilitate Women's Support Group at MCSA DVS.
- Assist in daily facility up-keep and cleaning.
- Complete daily documentation and statistical information.
- Staff cases and participate in program planning and evaluations.
- Adhere to NASW Code of Ethics.
- Adhere to agency personnel policies.

### Competencies:

- Ethical conduct
- Good communication skills, written and verbal
- Ability to empathize with survivors of domestic violence/sexual assault
- Empowering communications skills
- Display a positive attitude and professional manner in appearance and actions
- Detail oriented
- Able to follow process and procedures

**Work Environment:**

This job operates in an office type environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. Must be able kneel, and crouch. Must be able to navigate on uneven terrain.

**Position Type and Expected Hours of Work:**

This is a part-time position. Hours of work are Thursdays 7:00 PM - 11:00 PM and Fridays & Saturdays 11:00 PM to 7:00 AM. This is a set schedule every week with extra hours available some weeks depending on flexibility.

**Requirements, Education and Experience:**

- Must be at least 18 years of age
- High school diploma or equivalent.
- Must pass pre-employment drug screen and criminal background check

MCSA is an equal opportunity employer (EOE).

Job Type: Part-time

Interested applicants should email their resume to Domestic Violence Shelter Manager Judy Yates at [jyates@mcsaiowa.org](mailto:jyates@mcsaiowa.org). Questions about the position can be directed to Judy via email or phone at 563-288-0220.