

CASA MYRNA

JOB DESCRIPTION

**Residential Program Advocate, Bilingual Spanish/English, Non-Exempt
Teen Parenting Program (TPP)
Hours: Mondays, Wednesdays, Thursdays, Fridays 1:45 pm – 11:00 pm, Tuesdays off**

Casa Myrna is Greater Boston's foremost provider of solutions to end domestic and dating violence. The agency maintains three residential programs in Boston for women and children made homeless by domestic violence, a comprehensive range of supportive services provided at the programs and at the main office, and SafeLink, the only statewide 24/7 toll-free domestic violence hotline in Massachusetts. The agency's residential programs provide a safe, stabilizing home-like environment for women and children made homeless by domestic violence. These are goal-oriented programs providing safety and supportive services in cooperation with other programs at the agency and resources in the community. The TPP program serves pregnant and parenting teen mothers made homeless by domestic violence, and their babies and toddlers. Program capacity is 8 women and up to 13 children; maximum length of stay is 18 months.

Principal Duties and Responsibilities

- Performs telephone screening intake, needs assessment referral, advocacy and program procedures with program participants (women made homeless by domestic violence)
- Provides crisis intervention and supportive listening to program participants
- Provides case management by developing a service plan including but not limited to referrals to Casa Myrna services, community services and information on the use of those services
- Maintains the structure and policies of the program to ensure safety and security
- Keeps accurate and complete records of all services and activities as required
- Coordinates and involve women in the daily maintenance and cleanliness of the shelter
- Helps maintain a welcoming home environment (i.e. prepare room for new guests)
- Attends staff agency meetings, program meetings, and individual supervision.
- Demonstrates professionalism through interactions and communications with colleagues and external collaborators
- Works as a team player with other Program Coordinators, staff throughout the agency and supervisor, the Program Coordinator
- Assists program Coordinator with administrative duties (reporting, filing, etc.)
- Other meetings and duties as assigned
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Qualifications and Requirements

- Bachelors in Human Services, Social Work or Counseling, or three years experience in counseling or advocacy work, preferably in a residential program setting
- Familiarity with issues of domestic violence and its impact on families
- Familiarity with community agencies and resources
- Ability to bring a collaborative work style to culturally diverse populations
- Crisis intervention and problem solving skills
- Experienced in trauma-informed work with survivors of domestic or family violence
- Strong organizational skills
- Maintains professional boundaries at all times
- Maintains confidentiality regarding program participants
- Fluency in English and Spanish required.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly sits for up to two hours at a time. The employee regularly is required to stand, walk, bend, crouch, climb stairs, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee occasionally lifts and/or moves between 5 to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: \$17.40 hourly, 35 hours per week Location: Boston
Casa Myrna is an equal opportunity employer committed to workforce diversity

PLEASE SUBMIT A COVER LETTER AND RESUME TO jobs@casamyrna.org