



Sarah's... an Oasis for Women

is a home dedicated to safety and dignity for a diverse community of women where they can begin new and productive lives.

St. Joseph Worker (SJW): Case Worker Position Description 2020-2021

Schedule: This position works 36 hours per week, including possibility of involvement with Sarah's house meetings the first Wednesday of the month except in January and September (second Wednesday) from 6 to 8 P.M. Requested attendance at the networking night in January (2021 event date TBD). Requested attendance at Thanksgiving (Thursday the week before Thanksgiving) and winter holiday evening (2020 December date TBD) events. Fridays are project days for all staff and appointments are not scheduled/resources are not allocated to residents on those days. Other hours are flexible, Monday – Friday daytime but we ask that for the residents the schedule be consistent week to week approved ahead of time by your supervisor. Please calendar SJW program days as soon as you know them on the Sarah's Master Calendar in Google.

Role Description: This position includes collaboration on work toward Sarah's mission dedicated to safety and dignity for a diverse community of women where they can begin new and productive lives. Women healing from trauma continue vibrant, meaningful lives and contribute to the common good. The efforts of the St. Joseph Worker (SJW) will include a balance of systemic, direct service, and organizational work. The list of responsibilities includes areas the SJW may be asked to participate in but is not necessarily exhaustive. The Director is committed to ensuring that the SJW reaches her program, personal and professional goals.

Accountability: The SJW is accountable to the Director of Sarah's, meeting regularly, receiving support, guidance and direction from her. She works collaboratively with other staff, volunteers, and residents.

Qualifications

1. Ability to work with, communicate and relate to women of diverse backgrounds, language skills, and life experiences including sensitivity to the needs of women who have experienced significant trauma, assuring the women's dignity and safety
2. Ability to maintain confidentiality as well as develop and maintain positive relationships and communication with various constituents (volunteers, other staff, service organizations, etc.)
3. Ability to use Microsoft Office, Gmail, internet searches, and Sarah's database to conduct research, gather information, and record work effectively
4. Demonstrate organization and time management skills and ability to prioritize a wide range of duties
5. Ability to work as a team member as well as independently, be adaptable and flexible, and show self-motivation, creativity and leadership for projects
6. Holds valid driver's license to be able to drive Sarah's van
7. Ability to maintain calm in critical situations; familiarity with facilitating or practicing conflict resolution.

Specific Responsibilities Categorized according to the 2018 United Nations Sustainable Development Goals.

Working towards...

Quality Education:

- **Assist residents in meeting their learning goals.** This may include tutoring in English (such as helping in the completion of assignments, essays, and worksheets) and computer or telephone use, gathering additional education resources for women and being available for general assistance. Ultimate end goal is that residents are able to make phone calls, complete online steps, and utilize resources independently.

Working towards...

Decent Work and Economic Growth:

- **Mentor residents towards job attainment.** Mentor around resume writing, job applications and job search (especially online and phone follow up), and interviewing.
- **Assist towards permanent affordable housing after Sarah's.** Provide assistance in public housing application and/or other housing search and referrals.
- **Accompany or drive women new to the USA and to Sarah's on first appointments.** Assist residents in registering for English classes, getting passport photos, accessing social services, and other needs as requested. Ultimate end goal is that residents are able to make phone calls, complete online steps, and utilize resources independently.
- **Maintain Sarah's list of resources and referrals which support residents' goals.** Regularly verify contact information and research additional resources to inform Sarah's director and residents of what's available.

Working towards...

Sustainable Cities and Communities:

- **Promote the continuation of Sarah's ministry sustainably into the future.** Upon request, assist Community Relations staff: updating donor database, sending thank-you notes; updating tour packets and flyers/brochures to promote Sarah's, managing Sarah's Facebook page, other social media as requested, and regularly creating posts.

- **Participate in and plan activities for the life of the household which build community at Sarah's.**

Coordinate, assist with and be present at household events including but not limited to:

- ✓ community meals for special events/holidays as possible
- ✓ community meetings: first Wednesday of each month 6:00-8:00p.m. (except January and September, second Wednesday)
- ✓ food pickup using the house van or put away food deliveries as requested
- ✓ assist in welcoming/orienting new women or preparing for women to move out
- ✓ group excursions (art gallery, library tour, etc.)
- ✓ in-house activities (movie night, crafts, etc.) and celebrations, etc.

Communicate with residents to promote community:

- ✓ prepare, write/design, and post/distribute monthly household calendar and activity flyers/invitations
- ✓ initiate activity reminders and notifications using OneCallNow email and phone contacts
- ✓ update the dining room chalkboard and bulletin boards in the north and west hallways including posting external activities/opportunities for residents

Manage the intake and distribution of clothing and household item donations.

- ✓ communicate with staff and donors including preparing and forwarding receipts as requested
- ✓ maintain organization in storage areas as requested
- ✓ lead winter collection and coat distribution to residents and Sponsor a Family gift wish list preparation
- ✓ take extra clothes and household items to be re-donated as requested

Working towards...

Responsible Consumption and Production:

- **Support Sarah's waste reduction and recycling program.** Assist with ongoing education and follow-up with residents regarding solid waste sorting, composting, collecting organics, etc.; assist with maintaining or updating/changing signage and facilities
- **Support residents in forwarding these practices beyond Sarah's.** Work one-on-one with residents to bring sustainability practices to their communities.

Working towards...

Peace, Justice and Strong Institutions:

- **Attend STAR-Lite training.** These are required of all staff and include self-care for people who work with trauma survivors, an understanding of effects of trauma, and peace-building strategies.

- **Attend Center for Victims of Torture trauma awareness training.** This is required of all staff and is offered once per year at Sarah's, usually in the fall.
- **Participate in special projects and networking meetings as requested and desired.** Examples include Sarah's Advisory Council, the MSP Asylum Network quarterly meetings, and/or Ramsey County Human Service Network meetings. The SJW assists in the leadership of Sarah's planning and facilitation of an annual networking event for residents.
- **Mentor future SJW and interns by keeping the SJW/Intern Guide updated.**

