

## JOB DESCRIPTION

Programme Name	Highpoint Halfway House
Section	Clinical
Reports to	Director, deputy or Programme manager
Job Title	Case Worker

### GENERAL SUMMARY

To provide support and guidance for clients of the halfway house to help resolve post-incarceration transitional issues, especially in the areas of integrated community living and sustaining gainful employment, resulting in diminished reliance on criminal means and longer term sobriety.

### DUTIES AND RESPONSIBILITIES

#### RESPONSIBILITIES:

1. Conduct screening interview for clients to assess suitability for admission
2. Case management
  - a. Casework on residents' housing and accommodation issues;
  - b. Admission Interview and Intake orientation
  - c. Discharge planning, exit interviews,;
  - d. Information & Referral;
  - e. Case conferencing with partnering agencies
  - f. Record keeping and documentation
3. Administration and co-facilitation of core and auxiliary services
  - a. Co-facilitate in groupwork
  - b. Co-facilitate support groups and house meetings
4. Para counselling
5. Supportive function in operations
  - a. Supervision of residents
    - i. Urine screening (for male applicants only)
    - ii. Breathalyzer
    - iii. Conduct spot checks (for male applicants only)
    - iv. Compliance with house rules
  - b. Crisis management;

6. Involves shift work

## QUALIFICATIONS

### EDUCATION & EXPERIENCE

1. Minimum Diploma in Social Service (or qualification in Social Work, Counselling or Psychology)
2. Computer literate
3. Knowledge of correctional and addictions work preferred

### COMPETENCIES

Candidate should be able to

1. Build trust and gain confidence of clients
2. Communicate with clients and stakeholders
3. Work in a team
4. Provide casework for families and individuals in need
5. Demonstrate good interpersonal skills
6. Demonstrate a passion for marginalised work
7. Demonstrate proficiency in MS Word, Excel and Powerpoint