

SAFENET SERVICES, INC.

JOB DESCRIPTION

POSITION: EMPOWERMENT EDUCATOR

SUPERVISOR: Case Manager
The Clinical Director shall handle any unresolved complaints of the staff that have been previously addressed with the Case Manager.

RESPONSIBILITIES:

1. To gain a working knowledge of all Safenet Services programs: Crisis Line, Shelter, Advocacy and Counseling Programs, Supervised Visitation and Exchanges, Parenting Classes, CHANGES: Batterers Intervention Program, Protective Order Office, Second Impressions Resale Boutique & Outlet and Voucher System.
2. To plan assessments to help gather information about skills according to the needs of the clients.
3. To interview and provide comprehensive choices and resources for each client.
4. To provide financial and employment empowerment individual sessions and/or classes for residents of shelter and outreach clients.
5. To prepare various classes or individual support for enhancing interview skills, resume building, problem solving techniques, understanding communication styles, boundary issues in the workplace and social skills.
6. To include safety planning with all clients.
7. To give referrals for counseling and other social services resources.
8. To accompany the victim whenever it is advantageous for the client when accessing resources.
9. To provide transportation as needed.
10. To develop contacts with employers in the area and assist with placement.
11. To have a good working relationship with Rogers State University and Northeast Technology Center to review possibilities for further education for the clients.
12. To plan the curriculum and handouts for all financial and employment empowerment and other life skill classes.
13. To manage the Life in Full Training (LIFT) Program with mentors and mentees.
14. To manage the outcomes report.
15. To prepare monthly and quarterly reports for your areas and maintain records in orderly and timely manner.
16. To attend workshops and conferences at the request of the agency.
17. To keep the Case Manager informed on a regular basis.

EVALUATION: The Case Manager will be responsible for conducting annual evaluations.

QUALIFICATIONS:

- Bachelor's degree in education, business administration, social work, human relations, or other related field
- Ability to work independently
- Ability to relate to a diverse population
- High degree of flexibility