

Water Street Ministries Job Description Lydia Center Caseworker

Summary: To aid the spiritual, emotional and mental development of each program participant (women & children) through case management, Biblical peer-counseling, and networking with other sources of help for residents.

FLSA: Exempt

The Lydia Center Caseworker must be:

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current member or regular attendee of a local church.
3. Able to fully support Water Street Ministries' core values and ministry philosophy

Essential Duties:

- Keeps accurate records of resident participation and services provided in conjunction with counselors
- Facilitates small group studies, life skills classes and/or discipleship, as assigned
- Facilitates processing of program fees for residents receiving income
- Coordinates medical visits via phone and also with volunteer drivers
- Coordinates business calls with the residents
- Completes all necessary intake forms within the first week of resident's arrival
- Assists with phone intakes
- Ensures all forms of necessary IDs are requested within the first 30 days of client's arrival
- Assists clients with Welfare applications to obtain health insurance
- Participates in staff meetings, special programs & events and in educational/training opportunities.
- Transports ladies to appointments when necessary
- Communicates and cooperates with other Mission workers as needed
- Serves evenings, when necessary, flexible to weekends, and occasional holidays as assigned and in emergency situations
- Maintains a compassionate witness, exercises firmness with love and demonstrates an appropriate sense of humor
- Networks with other faith-based and social service agencies in surrounding counties to ensure the residents have all the resources they need
- Willing to be vulnerable with the staff in order to maintain a safe environment
- Performs other duties as assigned

Education/ Experience: Four years of college or equivalent training and experience in 'rescue' or comparable work. Medical experience or experience in counseling and/or casework with those with substance abuse issues is preferred. Person must be detail oriented. A valid PA driver's license to operate a 15-passenger van.

Supervised by: Executive Director of Lydia Center

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend/ evening availability.

Christian Life: As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.