



Children's Caseworker

Are *YOU* ready to make a real difference in our community? The **Children's Caseworker** assists the Children's Case Manager in development and provision of children's services to families who are clients of A Better Way Services.

A Better Way provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

This position is part-time and is located in Muncie, Indiana

Essential duties and responsibilities include the following. Other duties may be assigned. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Assist the Children's Case Manager in providing direct services to children and families.
- Support the planning and implementation of developmentally appropriate activities, educational programming, and therapeutic recreational opportunities for children.
- Assist with intake activities, assessments, and documentation related to children's services.
- Maintain accurate case notes, activity logs, and other required documentation in accordance with agency policies and funding requirements.
- Provide emotional support and advocacy to children.
- Assist with transportation of clients and their children to appointments, school, childcare, court, medical appointments, or other approved activities as needed.
- Prepare materials and assist with children's groups, educational presentations, and special events.
- Monitor children's play areas and activity spaces to help maintain a safe, clean, and welcoming environment.
- Assist with shelter operations, including organizing donations, preparing children's supplies, and performing light office and program-related housekeeping duties.
- Attend staff meetings, case staffing, and required training.
- Maintain confidentiality of all client information and comply with agency policies and procedures.
- Perform other duties as assigned.

Supervisory responsibilities No

Work environment Able to stand and/or walk up to 25% of the time. Able to sit up to 75% of the time. Able to view a computer monitor for 6-8 hours per day. Must be able to lift up to 15 pounds at times.

Education and Experience

- High school diploma or equivalent is required.
- Two to four years of relevant job experience in human services, counseling, social work, crisis intervention or the equivalent of college-level courses in a related field is required.
- Experience working with trauma-impacted children is preferred
- Valid Driver's License with good driving record and proof of insurance.

Skills and Competencies

- Knowledge of child development and trauma-informed care is preferred.
- Ability to establish positive, supportive relationships with children of various ages.
- Demonstrated ability to work with children and families impacted by domestic violence, sexual assault, or other forms of trauma.
- Proven ability to utilize and provide emergency coping skills for yourself or others is required.
- Strong working knowledge of community resources is preferred.
- Effective verbal and written communication skills are required.
- Working knowledge of computers and systems is required, including and not limited to, Microsoft products such as Word, Excel, Outlook (or similar product knowledge).
- High level of confidentiality and professionalism are required.
- Bilingual skills are a plus.

The minimum salary for this position is \$20.00 per hour

Candidates should submit the applications to our website <https://abetterwaymuncie.org> OR Email resume to contact@abwservices.org. Please include "Children's Caseworker" in the subject line.