



## **JOB DESCRIPTION**

**Position:** Access and Needs MSW/Program Manager- Bilingual Preferred  
**FLSA Status:** Salaried, Exempt  
**Reports To:** Director of Counseling & Outreach  
**Effective:** October 2017  
**W/C Code:** 8742

### **Position Summary:**

Under the general supervision of the Counseling Services Manager and the Director of Counseling and Outreach, the Access and Needs MSW/Program Manager will be responsible for providing direct services to clients receiving services at Society for the Blind and/or WEAVE who are victims of domestic violence and/or sexual violence or at-risk; coordinate all collaborative access and functional needs staff and services; collaborate with community agencies/partners serving vulnerable populations; provide presentations/workshops for clients and trainings for staff; work effectively within a multi-disciplinary team; coordinate services and advocate on behalf of clients for resources and referrals; community outreach and education; maintain appropriate and timely documentation.

### **Responsibilities:**

#### **Direct Services**

- Provide short term counseling, crisis intervention, advocacy, resource referrals and case management for Society for the Blind and/or WEAVE clients who are victims of domestic and/or sexual violence or at risk.
- Provide presentations and trainings for clients and staff
- Coordinate all collaborative WEAVE/SFTB Access and Functional Needs staff and services
- Maintain appropriate and timely documentation

#### **Other Responsibilities**

- Attend and participate in SFTB and WEAVE agency meetings and committees, as assigned
- Maintain accurate timesheets and other work-related documents
- Represent the agency in community speaking engagements, tabling events and networking opportunities, as assigned
- Other job duties as assigned

### **ADA Job Characteristics:**

Work environment is primarily in an office setting. Local travel (driving) may be required to attend off-site meetings, as needed. Lift and carry 25 lbs., extend both arms above the head

and/or reach below the waist, stoop, squat, crawl, bend the back or open lower-level filing drawers, or to retrieve stored items, climb a ladder or stairs, or use an elevator. Sit frequently and/or stand when filing, using copier, etc. Use fine manipulation (hands and wrist) to operate a keyboard, take notes; utilize desk calculator, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range, and communicate clearly and concisely to others. Apply normal reasoning and detail as required in the accomplishment of job duties.

**Qualifications:**

- MSW required
- Current ASW registration preferred
- Experience working with blind and low vision individuals preferred
- Experience working with vulnerable populations, such as domestic violence/sexual violence preferred
- Oral and written fluency in English and Spanish preferred
- Ability to work both independently and as a team member
- Complete WEAVE's 68-hour classroom training and counselor certification program (post-hiring requirement)
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance
- Satisfactory results from DOJ background check and TB Test (post employment offer requirement)

**Acknowledgment:**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with WEAVE (Agency) is at-will, and that I or the agency may terminate my employment at any time, with or without cause or notice.

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Employee's Signature

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Date

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Supervisor's Signature

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Date