

Position Title: Service to the Armed Forces (SAF) After Hours Caseworker

Expected Number of Hours: On-call on rotating basis **Expected Duration:** 1 year, renewable

Location: St. Joseph County Chapter **Computer Savvy:** Low

Special Requirements:

- Good verbal and written communication skills
- Ability to work with diverse personalities and situations
- Reliable

Description: As the SAF Caseworker, you would:

- Take calls referred during a specified shift
- Maintain confidentiality of caller and service member
- Conduct an interview to obtain relevant information needed to process the request
- Verify information received from the families
- Complete necessary documentation
- Route the message to the appropriate Red Cross authorities
- Ensure the daytime staff has the complete documentation for the case

Supervisor: International and Emergency Service Program Coordinator