

Job Description

POSITION SUMMARY: Under the supervision of the Client Services Coordinator the Case Manager provides case planning and coordination, individual and group peer counseling, crisis intervention, and advocacy to those affected by domestic violence and sexual assault in a non-clinical setting.

RESPONSIBILITIES:

- Conduct client intakes and assessments and report to referring agency, as needed.
- Provide crisis intervention counseling (on the phone and in person) to domestic violence and sexual assault survivors.
- Develop case plans with clients that address their immediate needs for housing acquisition, legal needs, transportation, medical care, mental health care, finances, education and safety.
- Collaborate with multiple community agencies and organizations to meet client's needs.
- Accompany and advocate for at legal service appointments and social service agencies, as appropriate.
- Perform shelter duties as assigned including intakes and orientation, advocacy, transportation, life skills training, child care support and assistance securing permanent housing.
- Facilitate support groups for domestic violence and sexual assault survivors.
- Maintain accurate client and other agency records.
- Provide on call coverage to crisis line, during office hours and during after hours, as needed
- Provide support and direction to volunteers in the counseling department.
- Attend weekly staff and case review meetings and other agency meetings, as required.
- Provide assistance to batterers when they call the crisis line or in the office.
- Represent the agency at community meetings/functions through participation in collaborative meetings and community outreach presentations.
- Assist with volunteer & agency training, as needed.
- Perform other duties, as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Social Services
- Ability to work in a performance-based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
- Minimum three years of experience counseling as a Case Manager. Experience in Domestic Violence/Sexual Assault counseling preferred.
- Experience facilitating groups, preferably for intimate partner violence survivors.



The Center for Violence-Free Relationships
Placerville, CA 95667
Case Manager

- Commitment to the mission of The Center.
- Ability to work with people from a wide variety of ethnic, racial, socio-economic, and religious backgrounds.
- Both domestic violence and sexual assault certified training certificate or the ability to attend & graduate such training.
- Ability to work evenings and weekends.
- Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record.
- Ability to physically respond within 60 minutes to the BEAR Clinic.
- Maintain a clean Federal and State finger print report with no criminal history.

Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security

Job Types: Full-time, Part-time

Pay: \$18.00 - \$19.00 per hour

COVID-19 considerations:

All clients or visitors are required to answer questions, have their temperature taken as well as sanitize in and out of the building.



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