



JOB NOTICE

Date posted: October 5, 2018

Closing Date: October 15, 2018

APPLICATION PROCEDURES: Send letters of intent and resume to Danielle Lazor, HR Officer-
dlazor@compassfamily.org

Department: Sojourner House

Title: Full-Time- Case Manager

Salary \$: Competitive salary based on experience with comprehensive benefit package included.
Primary shift day turn Monday- Friday

General Duties:

- Comprehensive case management services including, but not limited to, needs assessment and service planning, assistance in tasks of daily living, linkage, victims' advocacy, assistance in developing a social support network, monitoring and evaluating ongoing services and needs to domestic violence victims
- Collaborate with the Rape Crisis and Counseling Center as needed.
- Act in coordination with the Sojourner Judicial Advocate and act as their backup as needed.
- Complete data collection, and evaluations based on funding source survey format guidelines. Maintain case records according to established agency policy. Maintain monthly caseload statistics that are needed for grant reporting.
- Assists as needed with various ongoing shelter operations, including monitoring calls on the crisis hotline, completing intake interviews, and providing other services as needed at Sojourner House.
- Participate in training both locally and at the state level to increase knowledge of domestic violence dynamics, legal options, and the developmental needs of transitional youth.
- Attend staff training, case conference and supervision meetings. Participate in the on-call rotation.

Qualifications:

Education/Experience: Bachelor's degree in Social Work or related field is preferred. Minimum of 2 year's working with domestic violence and/or trauma survivors is preferred.

Miscellaneous Requirements: Criminal background check; pre-employment drug screen; clear driving record; TB Test; CPR/First Aid Training preferred.

Personal: Strong oral and written communication skills. Highly organized and detailed oriented. Flexibility and the ability to multi-task is essential and to work within a team environment. Must have working knowledge and experience in using Microsoft Office products and data base software. Ability to work a flexible schedule based on the needs of the programs.

Physical Requirements: Normal Activity. Requires own transportation.

Exempt: Not eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans