

**CASE MANAGER, CHILD TRAFFICKING
HEARTLY HOUSE**

This is a non-exempt, full-time benefitted position (35 hours per week) that reports directly to the Director of Community-Based Services.

AREAS OF RESPONSIBILITIES

- Provide direct client services including, but not limited to; case management, crisis intervention, emotional support, and safety planning to victims of human trafficking, sexual assault, child abuse, or intimate partner violence.
- Conduct client screening, assessment, and intake for Heartly House services.
- Facilitate legal advocacy and clinical support, as appropriate.
- Aid in coordinating community resources.
- Provide prevention focused education to communities, as assigned.
- Network and collaborate with community agencies, as appropriate.
- Maintain updated reference information on domestic violence, rape/sexual assault, human trafficking, and child abuse issues for general use.
- Maintain appropriate records as required by funding sources or Heartly House and for agency statistical recordkeeping.
- Complete various reports for grant and contract funding sources.
- Interact effectively with the public in representing Heartly House and its services.
- Adhere to Heartly House policies and philosophies and maintain client confidentiality.
- Other duties as assigned by the Community-Based Services Director and/or Child Trafficking Regional Navigator Program Manager.

EDUCATION AND EXPERIENCE

- Bachelor’s degree in psychology, social work, human services or related field required.
- Previous professional/work experience working with children and/or young adult survivors of human trafficking, abuse, or trauma strongly preferred.
- A working understanding of the dynamics of child human trafficking and its impacts on victims
- Ability to implement a strengths-based approach to providing trauma-informed services.
- Experience working with diverse groups of people, including all socioeconomic levels, races/ethnicities, genders, sexual orientation, gender identity, ages, etc.
- Ability to work independently and as part of a strategic team.
- Successful completion of Heartly House training sessions within probationary period.

Signed by Employee: _____ Date: _____

Printed Name: _____

Signed by CEO as Supervisor: _____ Date: _____

Printed Name: _____