

**CASE MANAGER
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 intimate partner violence, sexual assault, child abuse, or human trafficking.
- 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 appropriate.
- Aid in the scheduling and coordination of mindfulness-based practices and holistic therapies.
- 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.

EDUCATION AND EXPERIENCE

- Bachelor's degree in psychology, social work, human services or related field required
- Previous professional/work experience working with survivors of intimate partner violence, sexual violence, or human trafficking, and/or engaging in social justice work
- Ability to implement a strengths-based approach to providing trauma-informed services
- A working understanding of the dynamics of family violence and its impacts on children
- 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: _____