



JOB DESCRIPTION

CASE MANAGER

Nature of Work

There are several positions open including awake overnights, evenings, and weekends. Please specify on your cover letter which position you are interested in.

This is a position involving extensive contact with individuals who experience commercial sexual exploitation/human trafficking, their families, friends, and community professionals. The employee in this position has the ability to exercise independent initiative and judgment, subject to the policies and procedures of the agency and the supervision of the STRAPWA Director. This work involves providing ongoing communication/correspondence and in-person direct advocacy and support services to primary victims of commercial sexual exploitation/trafficking. This position requires the Case Manager acquire/maintain a caseload of clients specific to the STRAPWA program by providing confidential wrap-around support services. This is a non-exempt position. People of color and LGBTQ folks are strongly encouraged to apply.

Responsible to: STRAPWA Director

Pay Scale: Starting Pay is 15.00/hour with a Bachelors Degree and 14.50 with a high school diploma or GED.

TO APPLY: Please submit a resume and cover letter to renae@hopesacpc.org

RESPONSIBILITIES

Case Manager

1. Provide trauma-informed crisis intervention, support to primary and secondary victims of commercial sexual exploitation/program clients.
2. Maintain STRAPWA Hotline and respond to calls on the hotline during hotline operating hours as well as monitor the STRAPWA Facebook account for client messages daily.
3. Provide information and general wrap-around case management support to clients in person and over the phone/social media.
4. Assist clients in achieving their goals.



5. Build and maintain positive and productive relationships with clients and community professionals.
6. When necessary, meets clients at safe, public areas or businesses for meetings/rapport building or to coordinate services with other community professionals.
7. Assists in transporting clients to/from appointments when available to do so.
8. Maintain and complete all client/program paperwork in a timely, accurate and thorough manner.
9. Debrief with oncoming case managers at the end of each shift.
10. Attend all required meetings within agency.
11. Consult with Rebuilding Hope! Therapy and Advocacy staff as needed to coordinate services and adjust program to best fit client needs.



JOB DESCRIPTION

Weekday Evening CASE MANAGER

Nature of Work

This is a position involving extensive contact with individuals who experience commercial sexual exploitation/human trafficking, their families, friends, and community professionals. The employee in this position has the ability to exercise independent initiative and judgment, subject to the policies and procedures of the agency and the supervision of the STRAPWA Director. This work involves providing ongoing communication/correspondence and in-person direct advocacy and support services to primary victims of commercial sexual exploitation/trafficking. This position requires the Case Manager acquire/maintain a caseload of clients specific to the STRAPWA program by providing confidential wrap-around support services. This is a non-exempt position. People of color and LGBTQ folks are strongly encouraged to apply.

Responsible to: STRAPWA Program Coordinator and On Call Case Manager

Responsibilities

.45 FTE Case Manager

1. Provide trauma-informed crisis intervention, support to primary and secondary victims of commercial sexual exploitation/program clients.
2. Maintain STRAPWA Hotline and respond to calls on the hotline during hotline operating hours as well as monitor the STRAPWA Facebook account for client messages daily.
3. Provide information and general wrap-around case management support to clients in person and over the phone/social media.
4. Assist clients in achieving their goals.
5. Build and maintain positive and productive relationships with clients and community professionals.



6. Attend Pierce County/CAC MDT meetings when available to receive client referrals.
7. Attend and assist in organizing/facilitating CSEC MDT for assistance in staffing clients' cases.
8. Meets clients and/or referrals at a minimum at medical and law enforcement facilities to respond to medical and legal advocacy services requested by clients.
9. When necessary, meets clients at safe, public areas or businesses for meetings/rapport building or to coordinate services with other community professionals.
10. Assists in transporting clients to/from appointments when available to do so.
11. Maintain and complete all client/program paperwork in a timely, accurate and thorough manner.
12. Attend all required meetings within agency.
13. Consult with Rebuilding Hope! Therapy and Advocacy staff as needed to coordinate services and adjust program to best fit client needs.