

**Position: Latinx Case Manager**

Organization: Sexual Assault Resource Center

Supervisor: Senior Case Manager

Compensation: \$17.00/hr.

FTE: Full-time, 40 hours per week

Benefits: Medical, dental, vision, life, and long-term disability benefits; generous vacation and sick leave policies; flexible schedule



**About SARC**

The Sexual Assault Resource Center (SARC) of Washington County, whose mission is to promote social justice by ending sexual violence through advocacy, support and education, was founded in 1977 and remains a unique fixture today in Oregon as one of the two remaining stand-alone non-profits dedicated to serving survivors of sexual assault. Our full array of free and confidential services include a 24-hour support line as well as an in-person response team for survivors who are undergoing medical attention and/or filing a police report; case management; individual and group mental health services; and prevention education services to schools and businesses in the tri-county area.

**Essential Responsibilities of the Position:**

• **Function 1: Case Management**

- Provide crisis intervention, emotional support, and information and referral to Spanish-speaking clients at hospitals and police departments and during criminal justice proceedings
- Assess, construct, and maintain case plans
- Link clients with relevant community resources and collaborate with service providers
- Support the agency's 24-hour crisis response protocol by carrying the crisis response dispatch phone on a rotating basis (typically one week per month; additional stipend provided for the days on which staff carry the dispatch phone)
- Support agency efforts in community outreach and education that promote program services, such as participation in educational workshops, seasonal community events, and networking or community events in the Latinx community

• **Function 2: Data Collection and Reporting**

- Collect and report statistics regularly in accordance with requirements of current funding streams and as directed by the Program or Agency Director
- Assist in completing scheduled narrative reports required by current funding streams and as directed by the Program or Agency Director
- Administer quality assurance surveys and focus groups as directed by the Program or Agency Director

• **Function 3: Administrative Duties**

- Understand and follow SARC policies and procedures
- Update and/or create program forms as needed, including materials that help meet the cultural and language needs of the Latinx community
- Maintain all program equipment and supplies
- Keep regular time sheets and expense reports
- Attend SARC staff meetings
- Work collaboratively with SARC's staff, interns, and volunteers
- Participate in regular supervision with Program or Agency Director

**Qualifications of the Successful Applicant:**

- Spanish fluency required; bicultural candidates preferred
- High school degree or equivalency required; Bachelor's degree in sociology, psychology, gender studies, or related field strongly preferred
- Knowledge and/or experience in the anti-violence movement and working with survivors of sexual assault; previous volunteer, internship, or work experience with crisis centers or social service organizations strongly preferred
- Successful passage of a thorough criminal background check
- Valid driver's license and reliable transportation
- Intermediate skills in the following computer software: Word, Excel, and Power Point
- Excellent written and oral communication skills
- Significant self-direction/self-management skills; able to work independently and effectively both individually and in group settings
- Familiarity with Microsoft Office (Outlook, Word, Excel, PowerPoint) programs
- Ability to work collaboratively with team members

**To Apply:**

Please email your cover letter and resume to [careers@sarcoregon.org](mailto:careers@sarcoregon.org).