

## Position: Latina Case Manager

Organization: Sexual Assault Resource Center

Supervisor: Executive Director

Compensation: \$35,000 annually with full benefits package

FTE: Full-time



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 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, culturally specific services for commercially sexually exploited children (CSEC) and Latina/os, individual and group mental health services, as well as nine-week prevention curricula for both middle and high school students.

The vision of SARC's bilingual/bicultural Latina/o Case Manager (LCM) position is to increase access to confidential, sexual assault services, reduce barriers for Latina/o survivors and coordinate service delivery to better provide culturally relevant support services in Washington County. A successful applicant will be able demonstrate a compassionate understanding of the dynamics of sexual violence and how they affect the individual survivor and communities as a whole. Experience in assessing needs and collaborating with teens and adults to build trauma-informed plans that address their unique needs will be important as well as a talent for developing and maintaining a diverse group of community partnerships. Upon employment the LCM will participate in our mandatory 50-hour sexual assault response training. For the duration of employment the LCM will be supervised weekly by the Executive Director and work collaboratively across all programs to help assess, plan and implement equal access to all crisis support services. Supervision will cover crisis intervention, assessment, planning, resource linkage, peer education, and community collaboration in order to meet the needs of the survivors' emotional, physical and social needs within a culturally appropriate context.

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### ESSENTIAL RESPONSIBILITIES:

#### FUNCTION 1: CASE MANAGEMENT

- Support the agency's 24-hour crisis response protocol by helping to cover support line shifts as needed
- Provide crisis intervention, information and referral, and emotional support at hospitals and police departments
- Assess, construct, and maintain client case plans
- Link clients with relevant community resources
- Collaborate with case-related service providers
- Provide in-person advocacy during criminal justice proceedings
- Collaborate with co-workers to help integrate varying ways to provide support that are culturally supportive
- *Maintain self-care plan that fosters a healthy approach to trauma-related work*

#### FUNCTION 2: VOLUNTEER / INTERN MANAGEMENT

- Assist in the training of program specific bilingual/bicultural volunteers and interns
- Supervise volunteer / intern efforts as they assist in case management

#### FUNCTION 3: COMMUNITY ENGAGEMENT

- Support efforts in community outreach and education that promote program services
- Help organize seasonal community events as time allows
- Develop materials that help meet the cultural and language needs of the Latina/o community
- Explore creative communication opportunities using social media and other outlets
- Build ways to increase a sense of community for the survivors who engage in the program's services
- *Develop bridges between SARC and other culturally specific organizations*

#### **FUNCTION 4: DATA MANAGEMENT / ADMINISTRATIVE DUTIES**

- Support the distribution of quality assurance surveys
- Keep monthly statistics which support funding stream(s)
- Assist in completing scheduled narrative reports required by funding stream(s)
- Keep program policies & procedures up to date
- Keep regular time sheets & expense reports

#### **Education requirements:**

A minimum of a high school diploma with relevant work experience related to human services.

#### **Professional experience preferred:**

Volunteer, internship, or work experience with Crisis Centers that serve survivors of violence; an understanding of how both the criminal and social justice systems function; and a strong understanding of the dynamics of sexual violence and how it affects the individual survivor and communities as a whole. A successful candidate must demonstrate a comfort level in helping to build community within the agency and across the county.

#### **Knowledge / skill requirements:**

- *Fluency in spoken and written Spanish is a must*
- Successful passage of a criminal background check
- Valid driver's license and reliable transportation
- Intermediate skills in the following computer software: Word, Excel, and Power Point

#### **Strongly preferred:**

- *Bilingual / Bicultural candidates*
  - Strong written and oral communication skills. Ability to share the program's goal and objectives to partners and stakeholders. Will need to feel comfortable in meeting with varying levels of case-related professionals.
  - Significant self-direction/self-management skills but also enjoy group settings.
  - Ability to manage multiple activities at one time.
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### **How To Apply:**

1. Please begin your application by attaching a one-page cover letter outlining how your previous work and/or volunteer experience makes you an ideal candidate.
2. Submit a current resume that does not span more than two pages.
3. Attach three references that may include professional, academic, volunteer, or community engagement experiences

All applications are to be submitted electronically to [sarc@sarcoregon.org](mailto:sarc@sarcoregon.org)

Closing date is Friday, December 2, 2016

Faxed submissions will not be considered.