JOB DESCRIPTION

TITLE: Case Manager

PROGRAM: Youth and Adult Services

POSITION: Part-time, non-exempt, 24 hours a week with Benefits

REPORTS TO: Program Director

POSITION SUMMARY
The Case Manager provides comprehensive case management services to domestic minor and adult victims of all types of human trafficking. The Case Manager works with both boys, girls, men and women, sex and labor trafficked victims who are residing in or trafficked into San Francisco. The Case Manager understands and works in compliance with grants from the Office for Victims of Crime, and the Department of Health and Human Services, as well as contracts from San Francisco City and County. The Case Manager understands the mission, goals and performance standards of The SAGE Project, Inc. and works within the limitations of the organization’s resources. It is required that the Case Manager be fluent in Spanish with the ability to provide bilingual services.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Responds within 24 hours to requests for case management services.
2. Implements a thorough assessment with the client, including completing a goal-oriented care plan.
3. Provides case management services, based on the assessment, to up to 12 clients at one time.
4. Facilitates groups for youth and adult clients.
5. Advocates for the client as needed.
6. Updates care plans on a regular basis.
7. Collects, organizes, enters and submits data into funder and evaluator databases on a monthly basis.
8. Assists in the development of an outreach strategy to reach domestic minor victims of human trafficking.
9. Facilitates outreach trainings as requested, (up to 4 per month).
10. Responds to outside requests for trainings and presentations (up to 2 per month).
11. Participates in all staff meetings and staff trainings.
12. Complies with all grant requirements, as indicated.

QUALIFICATIONS
- Fluent in Spanish, both speaking and writing required.
- Proven experience in providing case management services to adults and youth.
- Knowledge and experience in the field of human trafficking.
- Certification as a domestic violence victim advocate preferred. Certification must be received within six months.
- Knowledge of San Francisco resources for victims of trafficking, violence, and women re-entering the community from criminal justice settings and/or substance abuse treatment programs required.
- Excellent written and oral communication skills.
- Excellent computer skills.
- Proven ability to work independently and as part of a team.

EDUCATION and/or EXPERIENCE
Bachelor’s degree in social work or equivalent work experience. A combination of equivalent education and experience may be substituted for the required degree.
Three years of progressively responsible experience in program or case management services with diverse populations.

This is a part-time, 24 hour per week, non-exempt position with benefits.

SAGE Project, Inc. is an Equal Opportunity Employer.
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Send cover letter and resume to mollier@sagesf.org by 5pm on Monday, March 19th. No phone calls, please.