



## THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS JOB ANNOUNCEMENT

Do AWESOME things that matter!

Do you want a job you can feel good about? Where you can see the positive impact of your contributions? Here is your chance to make a difference! Come work with an exceptional team of people at The Center for Violence-Free Relationships.

**WHO WE ARE:** The Center for Violence-Free Relationships serves domestic violence and sexual assault victims and their families. The Center is all about being a place that brings together smart, talented people from a diversity of backgrounds. We strive to be a place where you can bring your whole self to work. We've cultivated a truly unique workplace culture that encourages out-of-the-box thinkers who don't believe in the impossible. The Center is currently seeking a dynamic individual to join our team.

The Center for Violence Free-Relationships, located in Placerville, CA is regarded as one of the most innovative and progressive domestic violence/sexual assault agencies in the state. The Center's ground breaking programs and our demonstrated outcomes have been featured at the local, state and national level. Fulltime and eligible employees at the agency enjoy 12 paid holidays, paid vacation and sick time, and health benefits. The Center is a high performing organization requiring high performing employees who are passionate, skilled and dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence.

The Center is currently seeking qualified individuals interested in either fulltime or part-time employment to perform the duties of:

**POSITION:** Case Manager

**REPORTS TO:** Client Services Coordinator

**WORK WEEK:** Up to 40 Hours per week (including evening and weekend functions)

**STATUS:** Non-Exempt

**POSITION SUMMARY:** Under the supervision of the Client Services Coordinator the Case Manager provides case planning and coordination, individual counseling, crisis intervention, and advocacy to those affected by domestic violence and sexual assault in a non-clinical setting.

**QUALIFICATIONS:**

- Ability to work in a performance based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
- Minimum two years of experience counseling, either paid, volunteer, or comparable educational experience.
- Experience utilizing evaluation mechanisms for assessing programmatic impact.

- Experience with program implementation and evaluation
- Experience with data collection methods and data quality assurance.
- Commitment to the mission of The Center.
- Bi-lingual (Spanish/English) highly preferred.
- Ability to work with people from a wide variety of ethnic, racial, socio-economic, and religious backgrounds.
- Both domestic violence and sexual assault certified training certificate or the ability to attend & graduate such training.
- Ability to work evenings and weekends.
- Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record.
- Ability to physically respond within 45 minutes to Marshall Hospital &/or the BEAR Clinic.
- Maintain a clean Federal and State finger print report with no criminal history.
- Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security.

#### **RESPONSIBILITIES:**

- Provide crisis intervention counseling (on the phone and in person) to domestic violence and sexual assault survivors.
- Develop case plans with clients that address their immediate needs for housing acquisition, legal needs, transportation, medical care, mental health care, finances, education and safety.
- Collaborate with multiple community agencies and organizations to meet client's needs.
- Accompany and advocate for at legal service appointments and social service agencies, as appropriate.
- Perform shelter duties as assigned including intakes and orientation, advocacy, transportation, life skills training, child care support and assistance securing permanent housing.
- Evaluate ETO systems and methodology for direct service programs.
- Develop strategies for implementing program evaluation techniques as needed for data quality assurance and performance management.
- Develop & utilize evaluation mechanisms for assessing programmatic impact.
- Analyze and assess client services program.
- Work with CSC and Operations Manager & Program Analyst to develop best practices and outcome measurements.
- Maintain accurate client and other agency records.
- Provide on call coverage to crisis line, during office hours and during after hours, as needed
- Provide support and direction to volunteers in the counseling department.
- Attend weekly staff and case review meetings and other agency meetings, as required.
- Represent the agency at community meetings/functions through participation in collaborative meetings and community outreach presentations.
- Assist with volunteer & agency training, as needed.
- Perform other duties, as assigned.

#### **PHYSICAL JOB REQUIREMENTS:**

During working hours, employee must have the ability to:

- Sit for 75% of their working hours.
- Lift objects up to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.

- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person at all times.
- Legally and physically able to drive their own and/or agency vehicles during and after work hours.
- Attend functions in evenings and on weekends when necessary.
- Accommodations may be made for some of the above requirements. It is the employee's responsibility to make their supervisor or other management personnel aware of any special needs that they may have.

**TO APPLY:**

Reply via email. Please send cover letter and resume and salary history to Julia at [Juliah@TheCenterNow.org](mailto:Juliah@TheCenterNow.org) by 5:00 pm on Friday, August 18, 2017.

*The Center for Violence-Free Relationships is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. Survivors of domestic violence and/or sexual assault are encouraged to apply.*

*If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Center is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.*