

RAPE & SUICIDE CRISIS OF SOUTHEAST TEXAS, INC.

JOB DESCRIPTION

(Revised 9-22-2022)

POSITION: Case Manager

SUPERVISOR: Crisis Intervention Coordinator

BENEFITS: Paid Vacation, Paid Sick Leave, Mileage Reimbursement for Agency Business

EXPERIENCE: Bachelor's degree in social work/related field or three years' experience providing direct Victim Services with certified training in the field.

RESPONSIBILITIES:

Participate in training for advocate staff on core elements of survivor-led mobile advocacy.

Work in the field including Law Enforcement Accompaniment when sexual assault survivors go to give their statements.

Research and provide resources to support partnerships such as MOUs with community partners such as health care service. Provide virtual access teleservices, in-person and outreach services to survivors of sexual assault and their dependents for short term, transitional, or long-term safety and recovery.

Participate in staff training on core elements of survivor-led mobile advocacy.

Outreach in the community in the provision of virtual, tele therapy, and on-site Crisis Intervention, Medical Accompaniment, Assistance With VINE, Accompaniment at Court Proceedings, Personal Advocacy, Support Group, Peer Support, Art Therapy for survivors of sexual assault, Assessment to identify Rape Trauma Syndrome, Assist sexual assault survivors in Filing for Crime Victims Compensation for sexual assault survivors due to COVID-19.

Collaborate with community partners and establish MOUs to establish collaboration in an effort to identify sexual assault survivors in their organizations. Provide virtual services to their clients as appropriate due to COVID-19.

Establish and maintain partnerships: Community centers, health centers health departments to bring brochures and other materials that have been to inform their survivors of available services.

Provide back-up for 24-hour hotline services including sexual assault medical accompaniment as needed.

Follow-Up on sexual assault survivors both primary and secondary twice monthly.

Present files of sexual assault survivors for review to the Crisis Intervention Coordinator upon completion.

Data Entry of all services as provided per funding source into the VS Tracking System is required weekly by the Case Worker.

Provides Crisis Intervention for general crisis clients on the 24-Hour Hotline

Prepare sexual assault/rape survivor packets for medical accompaniment to be handed to sexual assault/rape victims.

Maintain the sexual assault/rape Survivor's Closet which includes clothing, personal toiletries and footwear to be given to sexual assault/rape victims as time of Medical Accompaniment if their clothes, personal items and foot ware are taken as evidence.

Record and maintain sexual assault hotline Phone Log daily.

Collect statistical data on sexual assault/rape survivors.

Collect statistical data on general crisis clients

Provide Educational Presentations on the prevention of sexual assault, how to obtain community resources for survivors of sexual assault.

Interface with Law Enforcement, hospitals, schools, courts and other social service agencies that provide services to sexual assault/rape survivors.

Prepare weekly/monthly statistical reports on sexual assault/rape survivors served as required by funding sources/board.

Any and all other duties as assigned by the Executive Director

Maintain the Crisis Center's Certification through the Texas Association Against Sexual Assault through continuous education/in-service trainings.

Must function as resource and back-up for the Crisis Callers on the 24-Hour Hotline.

Prepare the Telephone Log from the sexual assault hot line in the absence of the Case Manager and/or the Volunteer Coordinator.

Will assist the survivor services staff in all aspects of the provision of direct services to sexual assault/rape survivors primary and secondary as necessary.

Review of files for thoroughness upon completion of assessment for sexual assault survivors
Present files of sexual assault survivors for review to the Crisis Intervention Coordinator upon completion.

Prepare information packets to be distributed to all survivors of sexual assault/rape and survivors of other crimes.

Data Entry of all services as provided to all clients per funding source requirements.

Provides Crisis Intervention for clients on the 24-Hour Hotline.

Prepare sexual assault/rape survivor packets for medical accompaniment to be handed to sexual assault/rape survivors.

Maintain the sexual assault/rape Survivor's Closet which includes clothing, personal toiletries and foot-wear to be given to sexual assault/rape survivors) as time of Medical Accompaniment if their clothes, personal items and foot ware are taken as evidence.

Collect statistical data on sexual assault/rape survivors.

Collect statistical data on general crisis clients.

Provide Educational Presentations on sexual assault/other as needed/collaborate with Education Specialist

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Interface with Law Enforcement, hospitals, schools, courts and other social service agencies that provide services to sexual assault/rape survivors.

Prepare weekly/monthly statistical reports on sexual assault/rape survivors served as required by funding sources/board.

Any and all other duties as assigned by the supervisor and/or assigned substitute in his/her absence.

Maintain the Crisis Center's Certification through the Texas Association Against Sexual Assault through continuous education/in-service trainings.

Volunteers:

Assist with training and scheduling of Volunteers

Assist in training new staff and Volunteer Advocates as required by the Sexual Assault Advocate Training Certification requirements

Act as resource and back-up for the sexual assault hotline.

This position description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

I, _____ have been informed and understand that all employment and services are based upon available funding.

Signature: _____

Date: _____