



**Posting Date:** November 1, 2024

**Position Title:** Bilingual Anti Human Trafficking Case Manger

**Classification:** Full-time/Non-exempt status

**Location:** In-person – Rockland County, NY – New City, NY

**Reports to:** Director of Immigration & DEIB

**Anticipated Start Date:** ASAP

The Bilingual Anti Human Trafficking Case Manager is responsible for serving citizen and non-citizen survivors of domestic violence, sexual assault, and human trafficking. The Case Manager will serve as a central support, collaborating with partners and helping victims navigate available resources and link to support. The Case Manager should be committed to the mission of the agency and will provide clients with high standards of legal services in a way that is client centered. The Case Manager must have strong oral and written advocacy skills; be proactive, organized, and responsive to deadlines; be culturally competent; and collaborate well with other departments within the organization in addition to external partners and stakeholders. This position is a full-time, non-exempt position that reports to the Director of Immigration & DEIB. Bilingual Spanish skills preferred.

#### **YOU'LL BE RESPONSIBLE FOR:**

- Providing case management, emotionally supportive counseling, and crisis intervention to labor trafficking, sex trafficking, and/or at-risk youth.
- Doing an initial needs assessment, safety plan and service plan (with client input and autonomy) to determine short term, mid-term and long term goals with action steps (with a specific focus on housing/shelter, mental health services, basic needs, vocational services, education services, substance abuse services if applicable, transportation, safety planning, financial planning services, family services, benefits access and social/spiritual services) to increase, enhance and/or significantly improve the overall wellbeing of survivors.
- Having quarterly follow-up needs assessments to assess whether action steps are being taken and further assess short-, mid-, and long-term goals.
- Submitting Office of Temporary Disability Assistance referrals and providing follow-up case management.
- Attending quarterly clinics in conjunction with Wonder Girls to screen and conduct intakes with at risk youth.
- Providing advocacy for client and family as needed and/or requested in spaces that are otherwise challenging (medical, state benefits, school enrollment, and any other relevant services that may come up) with hopes of breaking down any potential language, cultural, or educational barriers between the victim and the community.
- Coordinating client services with other agency programs, including advocates from the Shelter, domestic violence, sexual trauma and human trafficking programs. Any additional duties as needed to represent and support victims and the agency.
- Participating in working groups and anti-human trafficking task forces that seek to improve access to justice; coordinating a community-wide response to domestic violence, sexual assault and human trafficking; raising standards of practice and services to survivors; and building legal capacity in our community.
- Participating in community outreach, education and Know Your Rights workshops.
- Preparing and maintaining statistics, reports and case records.
- Any additional duties as needed to represent and support victims and the agency.

## YOU MUST HAVE:

- Minimum: Bachelor's in social work, counseling, psychology or related field, plus at least 1 year direct practice with vulnerable populations (Preferred).
- Experience working with diverse communities.
- Commitment to the public interest, to high standards of legal practice and to client-centeredness.
- Excellent research, writing and oral advocacy skills.
- Ability to analyze the probable outcomes of cases, using knowledge of legal precedents.
- Strong organizational and time management skills.
- Ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- Ability to work collaboratively in a multi-disciplinary environment.
- Proficiency with word processing and database.
- Fluency (speaking, reading, and writing) in both English and Spanish is preferred.
- The ability to attend all agency-required training courses, including a weeklong onboarding training at the Residential Shelter.
- While performing the duties of the job, you must possess the ability to communicate with staff and clients.
- A valid driver's license and access to reliable, insured transportation are required.

**YOU'LL BE SUCCESSFUL IF...** As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's Bilingual Anti Human Trafficking Case Manager role is a key position within the Legal Services team. The attorney works closely with our colleagues in all of the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our mission, values and vision.

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects

a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. 401k available.

**SALARY:** \$58,000-\$63,000 (depending on experience and language proficiency)

**APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE.** Applicants may **email, mail or fax** resume and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission and how your experience aligns with the requirements of the CASS Department and Training Outreach Education and Social Change.

**Email:** [humanresources@centersc.org](mailto:humanresources@centersc.org)

**Subject line must read:** Bilingual Anti Human Trafficking Case Manager

**Mail:** Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956

**Fax:** (845) 634-3396

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*