

<b>Job Title</b>	Sexual Assault Case Manager (Advocate) – Family Violence Center
<b>Employer/ Agency</b>	Northwest Assistance Ministries
<b>Job Description</b>	<p><b>Responsible for:</b> The Sexual Assault Case Manager (Advocate) is responsible for accompanying sexual assault victims/survivors during hospital interventions, aiding them in obtaining FVC services, and providing support to the FVC client services team.</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>· Aid the FVC Key Staff in evaluation of the hospital accompaniment program, including staffing</li> <li>· Serve as the point-person for troubleshooting client files, processes, and procedures regarding sexual assault cases</li> <li>· Facilitate client access to FVC services, NAM services and outside agencies</li> <li>· Provide intervention services during victim/survivor hospital intervention, according to prescribed protocol</li> <li>· Provide back-up support to the FVC Hotline to provide telephone crisis counseling, crisis intervention, client assessment, and community referrals, as appropriate</li> <li>· Periodic coverage of the FVC after-hours, on-call cell phone to provide telephone crisis counseling, crisis intervention, client assessment, and community referrals, as appropriate</li> <li>· Conduct telephone and face-to-face client intake interviews to determine client needs, client eligibility for services, and develop client safety plan</li> <li>· Case management of FVC sexual assault client cases, as assigned, including safety planning, accompanying client for hospital, law enforcement, and court appointments, when requested, assisting the client to set appropriate goals, and re-assess goals when needed</li> <li>· Participate in the monthly review of assigned client files with DV Services Manager; including review of file contents, service eligibility, client safety, client goals and referrals</li> <li>· Actively participate in on-going safety planning with FVC clients and Hotline callers</li> <li>· Staff client concerns with Key Staff including definition of problems, eligibility for services, and identifying appropriate referrals</li> <li>· Ensure and protect client confidentiality</li> <li>· Produce statistical and narrative reports, as required by NAM, FVC or funders</li> <li>· Operate within budgetary guidelines and in compliance with grant funding</li> <li>· Develop working relationships internally and with external agencies</li> <li>· Maintain client files and all relative paperwork per FVC guidelines and policies</li> <li>· Facilitate data entry in NAM's database(s) and checking accuracy</li> <li>· Assist in the training of new staff, volunteers, and student interns</li> <li>· Attend NAM and FVC staff meetings, staff events, community events, and fundraising activities as scheduled</li> <li>· Flexible work hours as needed to promote FVC's mission.</li> <li>· Supervisory Responsibilities: N/A</li> </ul>
<b>Qualifications</b>	<b>Education and Experience Requirements:</b>

	<ul style="list-style-type: none"> <li>· Bachelor's degree from a four-year college or university and a minimum of three years' experience working in a social service agency or equivalent combination of education and experience.</li> <li>· One-year experience with SANE accompaniment is required.</li> </ul>
<b>Salary/Hours</b>	40 hrs./week
<b>City, State, Zip</b>	Houston, TX
<b>Email Address</b>	<a href="mailto:resumes@namonline.org">resumes@namonline.org</a>
<b>Application Method</b>	<b>To Apply:</b> For consideration, please email your cover letter and resume as an attachment to <a href="mailto:resumes@namonline.org">resumes@namonline.org</a> with the job title "Sexual Assault Case Manager (Advocate)" in the subject line.
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.