

<b>Job Title</b>	<i>Community Schools Case Manager Full time, non-exempt</i>
<b>Reports to</b>	<i>Education &amp; Outreach Supervisor</i>

Interested candidates should send a resume, cover letter, and 3 references to [Jennifer@cvac.us](mailto:Jennifer@cvac.us) by Wednesday, January 1<sup>st</sup>, 2017.

You may also apply at: <http://www.cvac.us/employment.html>

### **Job purpose**

To provide Promise Zone schools with support for at-risk youth & families

### **Duties and responsibilities**

- Work within Binghamton and Johnson City Schools (and within Promise Zone sites) to provide Promise Zone parents/at-risk families and students with:
  - Advocacy & crisis counseling
  - One on one education/independent living skills
  - Information & referral
  - Assistance with food/clothing
  - Provision of basic needs
  - Case management
- Maintain accurate and thorough client records
- Work within Binghamton & Johnson City School Districts (and within Promise Zone sites) to provide students, staff and parents with interpersonal violence education via CVAC's education department
- Assist in facilitating after school programming and occasional evening/weekend programming via parent café's and education/outreach events.
- Create and implement a widespread survey (with the assistance of CVAC and the Promise Zone) to create a baseline of need for case management & ongoing education
- Collect, analyze and report program outputs and outcome data to supervisor
- Maintain regular communication with identified staff at partner schools & coordinate the provision of services and ensuring that activities are carried out according to plan
- Provide direct assistance to victims in Broome County on an on-call basis
- Assist in other CVAC/Promise Zone duties, as necessary

### **Qualifications**

Bachelor's degree in human services related field required; Masters Preferred; Thorough knowledge of domestic and sexual violence including child abuse; Strong planning, organizational, time management, and administrative skills; Strong interpersonal, oral communication and written skills; Strong leadership, training and facilitation skills; Ability to solve complex problems and demonstrate critical thinking; Ability to work independently; Strong proficiency with Microsoft Office Suite; Ability to develop a positive compassionate rapport with victims of domestic violence, sexual assault or other violent trauma; Appreciation and respect for other cultures and people of diverse backgrounds; One to three years' experience in direct service/case management and program management. Experience in training, writing and public speaking also preferred.

Mobility to work in an off-site office setting and use standard office equipment, vision to read printed materials and a computer screen, distance vision suitable of independent driving/travel, and hearing and speech to communicate in person or over the telephone. Individual must be able to lift 30 pounds. Accommodations may be made for some of these

physical demands for other qualified individuals who require and request such accommodation.

Must complete 40 hour rape crisis counselor training and an additional ten hours of ongoing, professional education each subsequent calendar year.

**Working conditions**

Position requires some travel. Occasional work evenings and weekends is required.

**Supervisor:**

<b>Approved by:</b>	<i>Director of Community Programs</i>
<b>Date approved:</b>	<i>11/20/17</i>