



Florida Baptist Children's Homes | One More Child is an equal opportunity employer

JOB DESCRIPTION: CASE MANAGER

Department:	Programs
Reports To:	Director of Anti-Trafficking Mobile Teams
recruited By:	Executive Director of Anti-Trafficking Mobile Teams
Approved By:	Vice President of Programs
Organizational	Anti-Trafficking
Unit: Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

As part of the Anti-Trafficking Mobile Team consisting of the Peer-Mentor, Team Coordinator and Clinician, the Case Manager will facilitate a consistent continuum of care for commercially sexually exploited (CSE) children and trafficked youth and young adults (up to age 28). The purpose of the Case Manager is to ensure that each victim/survivor is identified and referred to One More Child Anti-Trafficking to access a comprehensive set of victim support services based on an individual needs assessment and is victim-centered and survivor-led.

ESSENTIAL DUTIES AND FUNCTIONS

- 20% Provide case management-services such as assessment, planning, advocacy, monitoring and evaluation that is comprehensive, culturally-competent, trauma-informed, and meets the needs of the victim/survivor.
- 20% Provide and coordinate information regarding immediate health safety needs, mental health assistance and any clinical services as needed.
- 20% Coordinate emergency legal, criminal/civil justice system assistance such as notification of criminal justice events, victim impact statements, criminal/civil accompaniment, civil legal attorney assistance, etc.
- 10% Collaborate and provide information to key stakeholders and coordinate services with external partners in the respective region to provide a continuum of care for the needs of victims/survivors that is immediate and appropriate.
- 10% Develop relationships with various community and government entities such as law enforcement, mental health providers, housing authorities, etc., to assist survivors/victims with various needs and to help with navigating systems.
- 5% Provide on-call schedule as needed.
- 5% Work collaboratively with Clinician and Peer Mentors to ensure that the needs of victims are met.
- 5% Complete documentation as required by funding entities, courts, and referral sources.
- 5% Other duties as assigned based on programmatic needs.
- Total 100%

MINIMUM QUALIFICATIONS

- Bachelor's in social work, human services, or related field preferred with one to two years of experience working with exploited persons preferred.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word.
- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to protect the confidentiality of sensitive information.
- Ability to understand and follow oral and written instructions, meets deadlines, and work independently.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient workflow.
- General knowledge of standard office practices and office equipment.
- Ability to work effectively in a team, sharing tasks as necessary, both as a team leader and as a team member.
- Ability to solve daily problems by analyzing situations, determining next steps and implementation.
- Commitment to vulnerable individuals and families.
- Demonstrate a solid understanding of child welfare issues to include trauma-informed care best practices and its implementation as well as cultural competency.
- Comprehensive understanding and experience in providing direct care and coordinated services to trauma victims.
- Availability to work flexible hours and days based on needs of the victims/survivors, ability to provide on-call services with team members for 24/7 and 365 days a year and provide crisis intervention and ongoing support of individuals identified in the region.
- Team Player: ability to work effectively in a team, sharing tasks as necessary, both as a team leader and as a team member.
- Excellent written and oral communication skills.
- Ability to solve complex, practical problems and effectively deal with complex variables in situations where limited standardization exists.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and/or equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in both normal office environments and in the community. Employee is not exposed to adverse environmental conditions.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____