



Employment Opportunity

People Against Rape (PAR) is a sexual assault advocacy program offering support and services for adult survivors of sexual assault in Charleston, Dorchester, and Berkeley counties of South Carolina. The mission of PAR is to prevent sexual violence and its consequences, and to provide essential services to (adult) victims and survivors.

PAR is currently accepting applications for the following position:

FOLLOW-UP COORDINATOR (CASE MANAGER)

To Apply: Send cover letter, resume, and three (3) professional references by e-mail to execdirector@peopleagainstrape.org or mail to:

Janie Lauve, Executive Director
People Against Rape
P.O. Box 1723
Charleston, SC 29402

Cover letter should specify any experiences with victims or sexual assault advocacy and case management.

Closing Date: Applications must be received by close of business (5:00 PM) on November 21, 2018

POSITION TITLE: PAR Follow-Up Coordinator (Case Manager)

REPORTS TO: Executive Director

STATUS: Full-Time, Salaried, 40 hours per week

SALARY: TBD based on qualifications and experience

BENEFITS: Comprehensive benefit package, including health, dental, vision, and life

SCHEDULED HOURS: Varies including nights and weekends as needed, including being on-call as scheduled to assist in case of crisis/emergency.

SUMMARY OF DUTIES: To provide high quality performance in the day-to-day operation of the PAR Follow-Up program. The primary goal of the Follow-up program is to ensure that victims have the appropriate support and guidance after the victimization.

QUALIFICATIONS:

- Master's degree in Social Work is preferred, however, Bachelor's degree in Social Work is acceptable depending on experience
- Bachelor's degree in a Human Services field or one of the following program areas is acceptable, depending on experience:
 - health care administration
 - sociology
 - psychology
 - communications
 - public health administration
- Case Management Certification is a plus and may be accepted in lieu of Bachelor's degree in other fields
- At least one year of Case Management experience is required
- Experience working with victims of sexual or domestic violence is preferred

KNOWLEDGE AND ABILITIES:

- Sensitivity to issues of sexual violence
- Sensitivity and awareness of issues related to diversity
- Knowledge of resources relevant to victims of crime, preferably sexual violence (housing, financial assistance, support groups, etc.)
- Ability to empower individuals in a time of need
- Ability to work effectively and efficiently with appropriate supervision
- Strong oral and written communication skills
- Experience with computers, technology, and grant reporting
- Ability to work in complex situations and manage multiple tasks and crisis situations
- Ability to act as a member of a team
- Attention to detail and strong organizational skills

DUTIES, RESPONSIBILITIES & EXPECTATIONS:

- Provide crisis intervention, advocacy, follow-up, and case management services to adult victims in Charleston, Dorchester and Berkeley counties, including: crisis intervention, follow-up through written and oral means, providing resources and referrals, facilitating dialogue between victims and other significant people in the victim's life, assisting with

completion of Victim Compensation applications, and accompanying victims to court and other appointments.

- Supervise one Victim Advocate; train and provide guidance to other Victim Advocates on staff
- PREA (Prison Rape Elimination Act) – work with incarcerated survivors of sexual assault
- Maintain client files and assist with grant reporting.
- Collaborate with service providers in Charleston, Dorchester and Berkeley counties to provide services to victims.
- Gather and compile statistical data of all outreach and follow-up client contacts in a timely manner.
- Recognize and respond to crisis situations in a calm and professional manner.
- Assist with PAR volunteer trainings.
- Plan and facilitate support groups for adult victims of sexual assault, adult survivors of childhood sexual abuse, collage age survivors, homeless survivors, and loved ones and family members. Plan and facilitate the healing arts workshops.
- Make recommendations to the Executive Director regarding programs and training needs, etc.
- Network with community & state agencies as a means to remain updated on resources available to clients and establish an awareness of PAR's mission.
- Develop a case management/follow-up procedure manual and community resource guide
- Exercise appropriate decision-making in regard to agency services, priorities and staff.
- Provide direct victim services and participate on the on-call schedule as staff backup for volunteers
- Become certified as a Victim Service Provider within one year of employment
- Perform other duties as assigned by the Executive Director.
- Adhere to all policies and procedures as set forth by PAR.