



## The Family Violence Prevention Center, Inc. / dba InterAct

<b>Job Title:</b>	Sexual Assault Case Manager	<b>Job Category:</b>	Full- Time, Exempt
<b>Department/Group:</b>	Sexual Assault Services	<b>Reports To:</b>	Director of Sexual Assault Services
<b>Nights/Weekends Required:</b>	Yes	<b>On-Call Required:</b>	Yes
<b>Lifting Required:</b>	Yes- Up to 20 lbs.	<b>Driving Required:</b>	Yes

### Job Description

#### Purpose:

Each member of InterAct’s staff fulfills an important role in furthering InterAct’s mission of providing safety, support, and awareness to victims and survivors of domestic and/or sexual violence and the entire community – and saving lives, re-building lives, and securing safer futures. The Sexual Assault Case Manager position serves the role of providing on-going, comprehensive care and support to members of our community that have experienced sexual violence. As a member of InterAct’s Sexual Assault Services Team, the Sexual Assault Case Manager must be an exceptional advocate and must share InterAct’s commitment to putting clients’ needs first, and to performing our work in a manner that consistently upholds our common values.

#### Job Purpose:

This position serves to provide case management, advocacy and support services to adult victims and survivors of sexual and violence. The purpose of this position is to provide on-site support and on-going individual services to community clients, with a particular focus on sexual assault and Solace Center clients. Duties include but are not limited to:

- Provides support and advocacy to clients who have experienced sexual assault.
- Provides case management support to clients, assisting with strategies to live safely and independently.
- Provides follow-up support services to Solace Center clients.
- Facilitates/co-facilitates Sexual Assault Support Group.
- Works weekly shifts on the walk-in rotation.
- Participates in on-call crisis line rotation.
- Provides staffing on crisis lines as needed.
- Provides court advocacy and hospital response/advocacy as needed.
- Acts as a member of the Wake County SART team and other community efforts to address sexual violence.
- Serves as liaison between InterAct and other community organizations on behalf of client.
- Maintains client documentation on weekly basis.
- Completes all necessary paperwork and collects data and grant information as required.
- Provides a written monthly report of activities and services provided to Program Director.
- Participates in staff meetings, in-service trainings, volunteer training and regular supervision with Program Director.
- Carries out other duties as assigned by supervisor.

#### Skills/Qualifications:

- Able to multi-task and prioritize duties in a high-pressure situation.
- Able to handle crisis situations with diplomacy and tact.
- Able to develop and maintain supervisory relationships with volunteers
- Experience working as part of a team as well as handling crisis individually with quality decision making skills.
- Able to work within a complex, fast paced and rapidly changing work environment.
- Able to effectively problem solve and achieve conflict resolution.

- Experience working with a diverse population.
- Basic computer skills are required.
- Ability to drive on behalf of the agency is required. Candidate must have reliable transportation and a clear driving record.

**Minimum requirements:**

- Commitment to violence-free relationships and ending the cycle of violence in our community.
- BA degree in social work, psychology, counseling, or related human services field, or equivalent education and experience required.
- Additional consideration will be given to candidates who are bilingual or possess related advanced degrees.
- Experience working with survivors of domestic violence and/or sexual assault strongly preferred.
- Must be available to work evenings, weekends, some holidays, and on-call, as assigned.
- Satisfactory background check, including but not limited to criminal background and driving record screening.
- Demonstrated eligibility to work in the United States.
- Familiarity with community-based services in Wake County preferred.
- Basic proficiency in Microsoft Office (especially Word, Excel, PowerPoint, and Outlook) and databases required.