



Domestic Abuse Program – Case Manager

Title	Case Manager	Classification: Non-Exempt
Department	Domestic Abuse Program	Time Commitment: Full-Time
Reports To	Executive Director	Compensation: DOE

JOB SUMMARY:

Under the supervision of the Executive Director, the Case Manager provides case management and counseling services designed to address the physical, social, emotional and financial well-being of community members seeking access to SAHARA services. The Case Manager develops plans to increase the health, safety and self-sufficiency of individuals and families in need of support. The case manager is also responsible for operations of SAHARA's transitional living home (shelter).

RESPONSIBILITIES:

CASE MANAGEMENT/COUNSELING

- Provide comprehensive and individualized case management and advocacy services to residential and non-residential participants including but not limited to intake assessment, benefit assessment, goal setting, safety plan development, progress monitoring, and refer to the SAHARA staff attorney or therapist as appropriate.
- Provide life skills education.
- Recommend interventions and/ or referrals as appropriate, based on participant's needs.
- Provide crisis counseling and crisis intervention to participants.
- Maintain detailed documentation on activities performed, service plans and participant data.
- Facilitate monthly shelter meetings.
- Provide translation and interpretation services as needed.
- Act as the liaison between participants, psychotherapist, legal representative, and other staff members and community partners.
- Assist participants with applications to gain access to public benefits/services.
- Ability to work sensitively with traumatized populations, including women and children, older adults and youth.

17100 Pioneer Blvd., #260
Artesia, CA 90701

P: (562) 402-4132

F: (562) 402-6093

W: saharacares.org

1-888-SAHARA2

24 Hour Toll-Free Helpline

OPERATIONS OF THE TRANSITIONAL LIVING HOUSE (TLH)

- Case management and counseling
- Restocking of basics groceries
- Maintenance of TLH by standards of Health Department and Department of Social Services
- Keeping the various paper-work and permits for the TLH up-to date
- Managing the inspections and monitoring by the Health Department and Department of Social Services
- Maintaining safety standards of TLH
- Maintaining regular documentation of TLH operations and client progress
- Keep in regular communication with the clinical/legal team
- In charge of the TLH cell phone and evening safety check-in call
- Maintaining the TLH pipeline of potential candidates
- Maintaining TLH outcomes data
- Participate in community outreach as needed

REQUIREMENTS:

- Bachelor's Degree in Human Services, Social Work, or related field. Equivalent experience may be considered.
- Proficient in Microsoft Office suite (Word, Excel, Power Point, Publisher)
- Strong communication and presentation skills.
- Ability to work independently with minimal supervision.
- Excellent organizational skills with the ability to multi-task.
- Ability to communicate in English.
- Fluency in understanding and speaking one or more South Asian languages preferred.
- Ability to maintain confidentiality and discretion.
- Exceptional customer service skills.
- High degree of professionalism and accountability.
- Excellent attendance and punctuality.
- Valid California Driver's License and transportation.
- 40-Hour Domestic Violence Training Certificate.

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PHYSICAL REQUIREMENTS:

Must possess mobility to work in a standard office setting and to use standard office equipment including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

TRAVEL REQUIREMENTS:

Local travel required.

TO APPLY, please send cover letter and resume to recruitment@saharacares.org.

No phone calls, please.

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