



Survivors of Torture, International (SURVIVORS)

Clinical Case Manager Job Posting

Reports to: Program Manager
Effective Date: November, 2018
Location: San Diego, CA
FLSA Status: Exempt, Full-time

General Purpose of the Job: With the clinical team, provide holistic, strengths-based, trauma-informed, integrated mental health and social services to individuals and families.

Essential Duties and Responsibilities: (The examples of functions are not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.)

- Assist clients in applying for and obtaining social, and other follow-up, services
- Identify critical client care issues for clinical meetings and supervision
- Supervise social work intern(s)
- Build, maintain and refer to network of community resources
- Organize volunteer driving and Befriender programs
- Coordinate note cards project for detained clients
- Assist with Healing Clubs and other group activities
- Write client-related grant proposals and reports
- Conduct client assessments and create treatment plans
- Document client services in Cerner and ETO (electronic medical record) database ensuring that data is complete, accurate, and contract-compliant
- Regularly review client charts to ensure compliance with established protocols
- Screen client referrals per eligibility criteria
- Spearhead interpreter program
- Seek guidance from and report crises to program manager
- Participate in all-agency functions including development outreach and events
- Coordinate receiving donations for clients such as food, hygiene and clothing
- Perform other duties as assigned

Minimum Qualifications:

- Strong commitment to the mission of SURVIVORS of Torture, International
- Bachelor's degree in social work, psychology or related field; Master's degree strongly preferred
- Possess excellent communication, problem solving and organizational skills
- Must have reliable car, valid California Driver's license and adequate auto insurance
- Experience and competence working with diverse populations and languages; facility with one or more language other than English is a plus
- Proficient in Microsoft Office Suite and databases

Compensation: Competitive salary and benefits offered.

Application Procedures:

To be considered for this position, please send a detailed cover letter, resume and salary requirements as a Word document or PDF file to confidential email: survivors@notorture.org. No phone calls please.