

Job Description
Domestic Violence/Intimate Partner Violence
Case Manager

- About the agency: Project: PeaceMakers, Incorporated (PPMI) is an affirmative action equal opportunity employer that provides comprehensive, trauma informed services to victims and survivors of domestic violence and their children.
- Reports to: Senior Case Manager
- Status: Full Time, \$48,000 Salaried - Exempt

General Responsibilities: As a member of the CalWORKs contract and under the supervision of the Senior Case Manager, the position will provide direct services, education, information, and referrals to survivors of Domestic Violence/Intimate Partner Violence (DV/IPV).

Specific Responsibilities:

- Conduct initial client assessment and intake.
- Monitor and provide support services, information and referrals through appointments or walk-ins.
- Recommend interventions and/ or referrals as appropriate, based on client needs.
- Provide service assessments: prioritizing client needs. Service Plan: develop goals and timeline to achieve goals with client (including employment/vocational assistance and referrals). Client Advocacy: phone calls, coordination of services on behalf of the clients. Reassess and revise service plan as needed; and follow-up with clients to assess and referrals for additional services (i.e. legal assistance, housing, clothing, substance abuse, mental health, education, etc). Thorough documentation on each client.
- Co-facilitate and/ or conduct open groups, structured closed groups and individual counseling to residents (Anger Management group, DV/IPV group, Parenting Skills, Life Skills, Resume-writing, job search, etc., therapeutic groups, etc.)
- Provide direct services and transportation based on client needs, including childcare while adult clients access services at the site.
- Assist the program in developing and documenting culturally sensitive understanding of the target population.
- Assist in training community network staff representatives.
- Complete and e-file Temporary Restraining Orders.
- Assist and attend all outreach events, including assigned Job Club outreach.
- Attend designated training seminars in-person or by webinar.
- Perform other duties as assigned.

Qualifications: Must be fully vaccinated. Must have an Associate of Arts Degree with two (2) years' experience in human or social services or a High School Diploma/GED equivalent with at least four (4) years' experience in human or social services. Must have familiarity with the needs of the under-representative population. Must have intermediate skills of word, excel, pdf and web/conference technology. Preferably experience in working with domestic violence and crisis intervention services. 40-Hour Domestic Violence Victims Advocacy Certificate.