



SERVICIOS PARA EL AVANCE DE LA MUJER

SERVICES FOR THE ADVANCEMENT OF WOMEN

110 N Ocean Ave, Patchogue, NY 11772

Phone: (631) 980-2555, www.sepamujer.org

**AYUDA LATINA CASE MANAGER
(Riverside, NY)**

Background: Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, and immigrant rights. In 2019, SEPA Mujer formally developed our program services for victims of gender-based violence, hate crimes, wage theft/exploitation, and gang violence.

Summary: The AYUDA Latina Case Manager monitors the 24-hour hotline to enhance services to survivors of Domestic Violence, Sexual Assault, Wage theft/exploitation, and gang violence in Suffolk County. They will provide advocacy and case management at the individual and system level. *The Case Manager will be permanently stationed in our Riverside location.*

Education and Experience Required: *MUST BE BILINGUAL (ENGLISH/SPANISH)*, Have coursework in Social Work, Human Services, or a related field, and/or have a minimum of one year of experience working with victims of sexual assault, domestic violence, and/or child abuse.

Essential Responsibilities:

- Work with all OVS (Office of Violence Services) project team members, other SEPA Mujer staff members, and volunteers to ensure effective services for crime survivors.
- Recruit, interview, and supervise hotline workers.
- Participate and/or conduct 40-hour volunteer hotline worker training
- Conduct intake assessments for crime survivors
- Assist survivors in applying for crime victim's compensation
- Vet and make warm relationships with referral agencies
- Create warm linkages for clients to referral agencies
- Accompany crime survivors to police precincts and District Attorney's offices as needed
- Participate in supervision, team meetings, and staff meetings as requested.
- Maintain all required program statistics and assist with reporting to the funding source.
- Maintain accurate project time tracking

- Maintain scheduling on the hotline phone transfer system
- Accompaniment client to court for Order or protection, custody etc.
- Conduct outreach and presentations in the community

Education/certification, knowledge, skills, and abilities required:

- ***Must be able to commute to both our locations in Patchogue, NY and Riverside, NY***
- A bachelor's degree in psychology, social work, criminal justice, or a related field;
- Knowledge of Domestic Violence and/or sexual assault issues;
- Completion of 40 hr training in domestic violence training;
- Able to deal with crises and to deal sensitively with victims of domestic abuse & significant others;
- Good interpersonal and communication skills; Typing and computer skills necessary;
- Bilingual Spanish/English is required;
- Valid driver's license and reliable car; willing to travel within Suffolk County;
- Available to work evenings and weekends when needed.

Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Retirement Plan

Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details). Five additional PTO dates will be offered as a Wellbeing / self-care package.

Professional development opportunities.

A dynamic and inclusive work environment.

The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.

Holiday Vacation: The office is closed from December 24th to January 1st.

Salary: Salary is commensurate with experience (\$46,000 - \$53,000)

Location: The candidate must be able to reliably commute to our locations in Patchogue, NY, and Riverside, NY.

Deadline to apply: July 31st, 2024

Job Type: Full-time

Send a Cover Letter and Resume to:

E-mail: jobs@sepamujer.org

SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability, or sexual orientation.