



# SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER  
SERVICES FOR THE ADVANCEMENT OF WOMEN

POSITION TITLE:	East End Case Manager
REPORTS TO:	Ayuda Latina Coordinator
Hours/Week:	40 hrs (Full Time)
FLSA Definition:	Exempt

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## 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, immigrant rights, and other issues through unique training, workshops, monthly meetings, presentations, tabling, press work, and action-oriented engagement.

## Job Description:

The East End Case Manager plays a vital role in SEPA Mujer's service to survivors of crime including domestic violence, sexual assault, hate crimes, wage theft/exploitation, and gang violence. The East End Case Manager will support clients by referring them to our legal department, involving them in support groups, and counseling, and assisting them in completing crime victims' compensation applications. The Case Manager will also help victims identify other needs and facilitate the appropriate referrals to various community agencies.

## Responsibilities:

- Conduct intake assessments for clients
- Facilitate Domestic Violence Support Group
- Train volunteers for the Ayuda Latina Hotline
- Assist survivors in applying for crime victim's compensation
- Accompany clients to police precincts, court, and the District Attorney's offices as needed
- Participate in supervision, team meetings, and staff meetings

- Maintain all required program statistics and assist with monthly, quarterly, and annual reports
- Maintain scheduling on the hotline phone transfer system

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

- A bachelor's degree in a human service field is preferred
- Bilingual Spanish/English is required
- Experience working with survivors and an understanding of the Latina community is preferred
- Experience as a volunteer or supervising volunteer is preferred
- Valid driver's license and reliable transportation as travel throughout Suffolk County is required
- Flexibility to work occasional evenings and weekends
- Computer skills, including word processing, databases, excel, and PowerPoint.

Job type: Full Time

Salary:

\$46,000 -\$53,000 commensurate with experience

Benefits:

- Health insurance coverage after three months of employment.
- Vision and Dental insurance coverage.
- Flexible Spending Account (FSA)
- Annual Paid time off and holidays:
  - 10 PTO days,
  - 5 sick days,
  - 11 paid holidays per year. (see handbook for details).
  - 5 Mental Health/Wellness days
  - Agency closures on Fridays from Memorial Day until Labor Day
  - Office closure from December 24<sup>th</sup> to January 1st.

Deadline to apply: October 28, 2024

Send a Cover Letter and Resume to:

E-mail: [jobs@sepamujer.org](mailto:jobs@sepamujer.org)

For more info: (631) 980-2555 / [sepamujer.org](http://sepamujer.org)

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