



SEPA Mujer

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

POSITION TITLE:	Case Manager
REPORTS TO:	MRAP Program Coordinator/Ayuda Latina Coordinator
Hours/Week:	20 HRS MRAP/ 20 HRS DV Case Manager (Full Time)
FLSA Definition:	Exempt

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 by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

Case Manager for Migrant Relocation Services Role Overview:

As a Case Manager for Migrant Relocation Services, you will play a pivotal role in providing comprehensive case management and direct assistance to migrants undergoing the relocation process. Your responsibilities will revolve around understanding and addressing the unique needs of individuals and families, guiding them through the relocation process, and ensuring a seamless transition to their new environment. Working closely with the team and Project Coordinator, you will contribute to the safety and well-being of migrants by offering essential support services.

Key Responsibilities:

- Conduct initial assessments to identify individual and family needs and challenges.
- Develop personalized plans that address specific needs and establish achievable integration goals.

- Collaborate with the legal team to provide necessary legal support and guidance.
- Coordinate access to various services, including housing, education, language classes, and social services.
- Provide trauma-informed and culturally competent emotional support to individuals and families.
- Work alongside the Health Equity Coordinator to connect families with mental health services.
- Assist families in securing housing, food, clothing, and applying for social services benefits.
- Guide families through the process of registering children in schools.
- Facilitate referrals to job training and placement services.
- Collaborate with the team to ensure the safety and well-being of migrants.

Qualifications:

- Bachelor's degree in social work, human services, psychology, or a related field.
- Proven experience in case management, preferably with migrant or vulnerable populations.
- Knowledge of trauma-informed care principles and cultural sensitivity.
- Strong communication and interpersonal skills.
- Ability to develop and implement individualized plans.
- Familiarity with legal processes related to migration is a plus.
- Proficiency in languages spoken by the migrant community is advantageous.
- Compassionate, patient, and empathetic demeanor.
- Strong organizational and time-management skills.

Domestic Violence Case Manager Role Overview:

The Domestic Violence Program Coordinator position is responsible for service implementation and delivery of services. Responsibilities include program development; providing personal advocacy, accompaniment, and indirect counseling for survivors, and follow-up care; community and school outreach and prevention education; collaboration and co-advocacy with community agencies and other programs to promote victim safety and resource options.

Key Responsibilities:

- Provide advocacy-based counseling, on-going support, and crisis intervention activities in a nonjudgmental, supportive, caring, compassionate and trauma-informed manner considering the needs of the survivor.

- Offer services to survivors navigating through the legal, medical, and social services systems. Facilitate contact with other agencies on behalf of survivors; accompany survivors to meetings and appointments as needed or as requested.
- Provide information to community agencies addressing Embrace's domestic and sexual violence services.
- Network with other community resources and agencies to identify unmet needs for survivors and develop and/or enhance services and resource options available for survivors.
- Work closely with partner agencies to make certain that past or present survivors are receiving immediate and compassionate responses to their situations.
- Provide information and community outreach about domestic and sexual violence awareness throughout the county using printed materials, media, and educational events.
- Communicate with local newspapers, radio stations, and other news organizations as needed for advertising and press releases.
- Plan and promote awareness month activities and events.
- Develop and facilitate prevention and outreach education presentations in local schools and other community locations as described in grant program objectives.

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

- Bachelor's degree in social work, psychology or human services field preferred
- Bilingual Spanish/English is required
- Experience working with survivors of crimes is preferred, but SEPA Mujer is willing to provide training
- Demonstrated understanding of the experiences of Latina immigrants
- Must have that rare combination of wanting to work with people but being detailed-oriented too
- Can build warm, supportive relationships
- Experience as a volunteer or working with volunteers preferred
- Valid driver's license and reliable car; willing to travel within Suffolk County
- Available to work evenings and weekends when needed;
- Computer skills, including word processing, databases, excel, and PowerPoint.
- Required to be fully vaccinated with an FDA-approved COVID-19 vaccine prior to the first day of employment.

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)
- 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.

