

# **RAPE & SUICIDE CRISIS OF SOUTHEAST TEXAS, INC.**

## **JOB OPENING**

**POSITION:** Case Manager

**SUPERVISOR:** Executive Director

**EXPERIENCE:** Bachelor's degree in Social Work/related field or three years' experience providing direct Victim Services with certified training in the field, Spanish speaking preferred but not required.

Annual Salary-Up to \$33,500.00 Depending on Experience  
Available Training/Sick Leave/Vacation/Holiday

### **RESPONSIBILITIES:**

Will provide direct services to sexual assault/rape survivors primary and secondary as necessary up to and including Crisis Intervention, Medical Accompaniment, Assistance With VINE, Legal Accompaniment, Advocacy, Support Group, Art Therapy for survivors of sexual assault, Assessment to identify Rape Trauma Syndrome, Assistance in Filing for Crime Victims Compensation for sexual assault survivors, Provide back-up for 24-hour hotline services including sexual assault medical accompaniment as needed, Follow-Up and other services identified below as necessary for sexual assault survivors

Review of files for thoroughness upon completion of assessment for sexual assault survivors

Present files of sexual assault survivors for review to the Crisis Intervention Coordinator and or Case Worker upon completion

Prepare information packets to be distributed to all survivors of sexual assault/rape and survivors of other crimes

Data Entry of all services as provided to sexual assault/rape survivors per funding source requirement

Provides Crisis Intervention for general crisis clients on the 24-Hour Hotline and face-to-face

Prepare sexual assault/rape survivor packets for medical accompaniment to be handed to sexual assault/rape survivors

Maintain the sexual assault/rape Survivor's Closet which includes clothing, personal toiletries and foot-wear to be given to sexual assault/rape survivors) as time of Medical Accompaniment if their clothes, personal items and foot ware are taken as evidence

Record and Maintain Phone Log of sexual assault hotline calls daily

Collect statistical data on sexual assault/rape survivors and complete required performance reports

Collect statistical data on general crisis clients

Provide Educational Presentations on sexual assault/other as needed/collaborate with Education Specialist

Interface with Law Enforcement, hospitals, schools, courts and other social service agencies that provide services to sexual assault/rape survivors

Prepare weekly/monthly statistical reports on sexual assault/rape survivors served as required by funding sources/board

Any and all other duties as assigned by the Executive Director

Support the Crisis Center's Social Media System as necessary

Maintain the Crisis Center's Certification through the Texas Association Against Sexual Assault through continuous education/in-service trainings

**Volunteers:**

Assist with training and scheduling of Volunteers (As necessary)

Assist in training new staff and Volunteer Advocates as required by the Sexual Assault Advocate Training Certification requirements (As necessary week)

Act as resource and back-up for the sexual assault hotline