

## **SOUTHERN ARIZONA AIDS FOUNDATION**

### **ANTI-VIOLENCE PROJECT CASE MANAGER JOB DESCRIPTION**

**Scope of Work:** The Anti-Violence Project Case Manager provides comprehensive case management services to LGBTQ and allied persons experiencing domestic violence, sexual assault, and stalking violence. The AVP Case Manager position is a full-time, 40-hours/week, non-exempt position.

#### **Functional Responsibilities:**

- Provide a range of client-centered services to support LGBTQ and allied persons experiencing domestic violence, sexual assault, and stalking violence in transitional housing.
- Provide for assessment of service needs and development of a comprehensive individualized service plan.
- Work to assist clients with meeting basic needs including but not limited to supporting client in obtaining shelter, housing, employment, food, and transportation.
- Provide safety planning and crisis de-escalation support for clients.
- Prepare client documentation for housing application screening process.
- Support clients to remain safely housed and to transition successfully into permanent housing.
- Coordinate with law enforcement and criminal justice system to advocate for and support clients (legal advocacy, assist in obtaining orders of protection, support client at court hearings, etc.)
- Coordinate with community partners to effectively deliver employment and legal support services.
- Provide benefit/entitlement counseling and referral activities to assist eligible clients to obtain access to public and private program for which they may be eligible.
- Support the AVP Team in answering the 24-hour AVP crisis line.
- Maintain timely and accurate documentation of all client contacts.
- Serve as member of Care Services Team.
- Attend agency staff meetings.
- Other duties as assigned.
- Reports to the AVP Program Manager.

#### **Minimum Qualifications:**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Bachelor's degree in social services, education, health, or related field; or one year of work or volunteer experience in a human service setting.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.

- Must have access to reliable transportation, a valid Arizona Driver License and a driving record that will be supported by our liability insurance provider.
- Proficiency with Microsoft Office.

**Preferred Qualifications:**

- Two years' experience in case management working in areas such as domestic violence, substance abuse, mental health issues, or issues with homelessness.
- Experience working with Tucson human service providers.
- Strong organizational skills.
- Capable of problem solving and working independently.
- Proficiency with database systems.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.
- Bilingual (English/Spanish).

**Compensation:** Minimum hourly pay rate of \$15.00 per hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To Apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

**Start Date:** As soon as possible.