

## **Pittsburgh Action Against Rape**

### **Job Posting Case Manager**

The PAAR Case Manager (CM) position is responsible for providing trauma-informed case management services to survivors and co-survivors who have experienced sexual-based trauma. This position will assist clients through case management services, including focusing on short- and long-term needs and goals to promote empowerment, healing, and stabilization. This position does not accompany victims through the legal process.

**Job Type:** Full-time

**Salary Range:** \$50,000

**Required education:** Bachelor's degree in a mental health field (social work, psychology, counseling)

**Required experience:**

- Minimum of 1 year case management experience required
- Minimum of 2 years' experience working with mental health-related issues, complex trauma, substance abuse, court involved youth, sexual violence, HIV/AIDS, child welfare-related issues, and crisis intervention techniques
- 1 year of experience working with survivors of human trafficking and exploitation preferred.
- Experience in victim services and/or knowledge of sexual assault issues preferred

**Skills and Requirements:**

- Previous training in crisis management preferred
- Penelope and iCarol software training
- Ability to evaluate and assess the needs of clients in crisis
- Respect and sensitivity to the needs/expectations of clients and professionals with varied ethnic, socioeconomic, and philosophical perspectives
- Must be able to work flexible schedule – some evenings and weekends required
- Reliable personal vehicle
- Knowledge of HIPAA and PA Confidentiality Laws
- Competent in Microsoft Office, Teams and Outlook
- PA Acts 33/34 and FBI certifiable
- Must adhere to professional ethics and agency policy on confidentiality
- Philosophical orientation compatible with PAAR's philosophy and mission
- Demonstrates an understanding and commitment to diversity, equity, and inclusion when working with clients, communities, providers, and systems
- Must complete state mandated forty (40) hour victim service training
- Fluent in speaking Spanish is a plus

## Core Competencies:

- **Commitment to mission/vision:** by consistently sharing the organization's message in a positive, accurate, and compelling manner; representing the organization positively in the community; and demonstrating loyalty to the brand.
- **Communication** by interacting clearly and respectfully through all mediums of communication with all appropriate parties, engaging consistently in active listening, and contributing positively to a well-informed staff and transparent work environment.
- **Teamwork/Collaboration** by sharing ideas and accepting feedback from others across job positions and departments; working positively and effectively to develop and maintain external relationships.
- **Quality of Work** by delivering high-quality results in a timely manner and asking for help and/or feedback when an assignment falls outside an area of strength or comfort.
- **Cross-Cultural Competency** by seeking to understand contributors to unfamiliar attitudes and behaviors; working effectively across cultural, social, economic, and other potentially uncomfortable boundaries; and avoiding judgments against co-workers, consumers, or community partners
- **Initiative** by voluntarily acting outside the job description to meet consumer's needs, assist co-workers, or otherwise advance the organization's mission.

## EQUAL OPPORTUNITY & DIVERSITY STATEMENT

Diversity enriches the environment, broadens the consciousness of our human community, and promotes non-violence by lessening judgmental attitudes. To that end PAAR is committed to the goal and the on-going process of attaining diverse staff, culturally responsive services, and the intentional outreach to diverse populations in the community who are underserved and at high risk for sexual assault. To that end, PAAR provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply e-mail your cover letter and resume to Lisa Kadlecik at [lisak@paar.net](mailto:lisak@paar.net)