



Latin American Association

About LAA: The Latin American Association (LAA) mission is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment, and other opportunities that lead to improved economic stability and quality of life. Our 44-year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted, and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 55,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs and supports to help them fully and successfully integrate into the community. Our focus areas & programs include Family Well Being; Economic Empowerment; Immigration Legal Services; Youth Education and Advocacy.

Job Title: Victims of Violence Case Manager

Department: Family Stabilization and Well-Being and Immigration Services

Reports to: Managing Director of Family Stabilization and Well-Being

Status: Full-Time Position 40 hours

Location: Atlanta Office

Position Purpose: The Latin American Association (LAA) seeks a talented professional to provide legal and social service support to domestic violence, dating violence, sexual assault, and stalking victims. This is a contract full-time position of 40 hours with a pay rate of \$22 per hour until June 30th, 2023.

Duties and Responsibilities:

- Serve as a liaison between the Immigration Services and Family Stabilization and Well-Being Departments
- Provide intensive support services to victims of domestic violence, dating violence, sexual assault, and stalking
- Connects clients with stabilizing LAA resources and services, as well as referrals and access to stabilizing community resources with scheduled follow-up
- Manage client case files and assist clients in filing Temporary Protective Orders (TPOs)
- Escort clients to court when needed
- Conduct outreach in the local community, as assigned
- Conduct client intake and schedule new client consultations
- Document communications and filings in case management system
- Communicate with relevant agencies and organizations



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- Provide translation services of client documentation, where required
- Maintain client confidentiality at all times
- Provide training to the community on related topics
- Maintain data on clients and assist in the completion of grant reporting
- Complete and quantitative reports and success stories for both departments
- Comply with all organizational, departmental, and program guidelines, policies, and procedures.

Qualifications:

- **Fluency in English AND Spanish is REQUIRED (both written and oral)**
- Bachelor's Degree in a related field
- Strong organizational skills and attention to detail
- Ability to multitask and work in a fast-paced environment
- Strong interpersonal and communication skills, both written and oral
- Strong analytical and writing skills
- Excellent computer skills and office administration skills
- Sensitive to the needs of low-income and culturally diverse clientele
- Experience working with immigrant communities preferred
- Any other duties that may arise in carrying out the work

Compensation:

Salary commensurate with experience and background. This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

Learn more about the LAA at www.thelaa.org

Please submit your resume and cover letter to croman@thelaa.org

Facebook: www.facebook.com/LAAatlanta

Twitter: www.twitter.com/TheLAA