

Job Title: Victims of Violence Case Manager

Department: Family Stabilization and Well-Being and Immigration Services

Reports to: Victim of Violence and Family Relation Manager

Status: Par-Time Position Temporary

Location: Atlanta Office

About LAA: The Latin American Association's (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.

Department Goal: The Family Wellbeing department aims to foster family stabilization and empower Latino individuals and families to self-sufficiency.

Position Purpose: The Latin American Association (LAA) seeks a talented bilingual professional to provide social service support to domestic violence, dating violence, sexual assault, and stalking victims. This is a contract part-time position of 20 hours with a pay rate of \$25 per hour until Sept. 30th, 2024.

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.

- Conduct outreach in the local community, as assigned
- Conduct client intake and schedule new client consultations
- Maintain client's documentation, communications, and data entry.
- Communicate with relevant agencies and organizations

- Provide translation services of client documentation, where required
- Maintain client confidentiality at all times
- Provide training to the community on related topics
- 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 (Social Work, Human Services, Psychology, Social Services)
- 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 a low-income and culturally diverse clientele
- Experience working with immigrant communities preferred
- Any other duties that may arise in carrying out the work

As an employee within this department, you will have an opportunity to gain a full understanding of the needs affecting metro Atlanta's Latino population.

- **This position is ideal for recent graduates, looking to grow careers in social services.**
- Gain exposure and experience in the field of social work and social services.
- Gain skills related to the Spanish language and exposure to a bicultural/bilingual learning experience in the field of social and community services.
- Develop a positive attitude, cultural diversity skills, social intervention skills, and a strong desire to help the community.
- Opportunity for professional development, especially in Gender violence work and intersectionality.
- Learn how to relate effectively with people of diverse cultural and economic backgrounds.

Compensation:

The salary and compensation for this position are commensurate with the candidate's experience, skills, and qualifications necessary to perform the job effectively. It is essential to note that some positions may have a base salary determined by specific grant guidelines. The nature of this role is a part-time hourly contract position set at (paid bi-weekly through The LAA

payroll) until Sept 30th, 2024. Candidates are encouraged to review the specific details provided in each job posting for accurate and up-to-date information on compensation and employment terms.

Disclaimer:

This job description outlines the primary responsibilities and qualifications for the role. While the primary focus remains, the program's evolution may lead to shifts in responsibilities as grants and projects may change over time, and program priorities may evolve based on the goals of the organization. Therefore, the role may be subject to adjustments and the employee may be required to perform additional tasks as directed by their supervisor. Reasonable accommodations will be considered for individuals with disabilities to fulfill the essential functions of the job.

To submit a resume or for more information, please contact Joselyn Ramirez, VOV program Manager at jramirez@thelaaorg.

Learn more about the LAA at www.thelaa.org.

Facebook: www.facebook.com/LAAatlanta

Twitter: www.twitter.com/TheLAA

Latin American Association

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