

## **Project Woman Position Description**

**JOB TITLE:** Case Manager  
**FLSA STATUS:** Exempt  
**LOCATION:** Various; including community

### **EXPECTATIONS OF ALL EMPLOYEES**

Supports Project Woman's mission and values by exhibiting the following behaviors: confidentiality and respect for all clients, service excellence and job competence, collaboration and team player, and commitment to our community.

### **POSITION SUMMARY**

Under the direct supervision by the Empowerment Services Coordinator. Provides case coordination to remove barriers and build natural supports for survivors. Provides information and referrals for housing, medical, legal, employment, educational, mental health, substance abuse, financial support and other needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops Individualized Service Plan with survivors; Develops safety plans in conjunction with Advocates.
2. Meets criteria for provision of Community Psychiatric Support Treatment under Ohio Revised Code for Ohio Mental Health and Addiction Services (OHMAS) and in keeping with the Council on Accreditation.
3. Completes Barrier and Needs assessment in a strengths-based perspective; ensuring survivor's direct input to program plans, community partner agency supports, etc.
4. Based on the Individual Plan (ISP), the Case Manager provides information and referral for medical, legal, employment educational, welfare, and housing needs of survivors
5. Provide education to aspects of the safety plan to ensure appropriateness; assists in identifying potential barriers to safety, ongoing needs related to developing independence from violence.
6. Maintains Progress Notes that indicate actions and activities related to the (ISP); all medically necessary services are documented in accordance with standards established by OHMAS and the Office of Medicaid.
7. Maintains contact with agencies in the community that can provide services and programs for clients

8. Provides Crisis Line coverage as needed
9. Provide personal advocacy for clients to ensure access to necessary services and to build natural supports
10. Respond to hospitals or another location as necessary to ensure access for services for victims
11. Provide prevention education to youth and families within the communities
12. Works closely with other staff as part of the Interdisciplinary Team (IDT) to support survivors to meet safety, independence, and self-sufficiency goals as a means of breaking the cycle of violence.
13. Records statistics; utilizes agency database and prepares reports as needed
14. Performs other duties as needed, requested, or as assigned

### **QUALIFICATIONS**

Requires Bachelor's Degree in social work or related field or otherwise maintains certification as a registered social work assistant; must meet criteria for OHMAS CPST service delivery standards. Good written and oral skills. Must be energetic, and have positive attitude and ability to interact well with survivors, staff, and colleagues at partner agencies. Must have paid or volunteer experience or training in the field of domestic violence and sexual assault services.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is moderately active and can include standing and sitting. May require lifting up to 50 pounds. Travel in and out of state for trainings, conferences, and seminars is possible.

### **JOB RELATIONSHIPS**

Supervises:               None  
Supervised by:       Empowerment Services Coordinator

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*