



Position Opening: Domestic Violence Initiative Case Manager

MISSION

Driven by the Jewish value of welcoming the stranger, HIAS PA provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS PA advocates for just and inclusive public policies and practices.

JOB DESCRIPTION

Job Title: Case Manager, Domestic Violence Initiative
Supervisor: Domestic Violence Initiative Supervising Attorney
Salary: Salary commensurate with experience

General Position Description

HIAS PA seeks a Case Manager to provide culturally and linguistically appropriate case management support to immigrant survivors of domestic violence and sexual assault and their families while being represented by the Agency in legal immigration matters. The work is multi-faceted and includes:

Primary Responsibilities:

- Conducting intakes to assess clients' needs and designing, implementing and monitoring individual program plans for clients;
- Providing personal advocacy with law enforcement agencies, medical providers, employers, landlords and various social and legal services agencies, which may include accompaniment to related proceedings and appointments, as needed;
- Advocating for clients' access to interpreter and language services;
- Providing information/referrals to external resources necessary to establish safety and independence, including other legal service providers, victim services agencies, physical and mental health services, housing, education, and financial literacy programs;
- Working in collaboration with the Domestic Violence Initiative's attorneys and legal assistants to establish case management priorities;
- Assisting clients to obtain documentation required for legal immigration case, including police reports, medical records, and mental health evaluations;
- Networking with other providers to generate community resources for clients and conducting outreach to provide other service providers with information about program services;
- Maintaining case files and all necessary documentation in a neat, clear and concise manner;
- Attending team, department and agency-side staff meetings; and
- Monitoring clients' progress regularly and milestones reached.

Qualifications:

- Bachelor's Degree in social services or a related field with some experience in direct service and/or advocacy is required;
- Preference given to candidates with a Master's Degree in the field of social work;
- Preference given to candidates with experience working with immigrants and/or survivors of domestic violence and/or sexual assault;
- Fluency in Spanish required;
- Demonstrated ability to work effectively with a diverse population is required;
- Demonstrated ability to work effectively as a team member is required;
- Demonstrated proficiency in both verbal and written communications is required; and
- Must satisfactorily pass criminal (state & FBI) and child abuse clearances, and must attend 40 hours of Domestic Violence Training.

HIAS PA encourages applicants with personal experience and/or connections to immigrant communities or victim services to apply.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.

This is an exempt position; salary is commensurate with experience. Employment package includes comprehensive health care insurance coverage, 403(b) retirement account, and very generous paid holiday leave and vacation provisions.

To apply please send a cover letter and resume in pdf format to Stephanie Costa, Esq. at scosta@hiaspa.org. Position will remain open until filled.