

| | |
|-------------------------|--|
| Job Title | Victim Services Case Manager |
| Employer/ Agency | Family Service Center of Galveston County |
| Job Description | <p>Case Manager will work with identified victims of crime, alongside Licensed Clinicians to provide comprehensive victims assistance. Responsible for the assessment and identification of needs, personal advocacy and emotional support, management of practical problems created by victimization, identification of resources available to the victim, assistance in completing crime victim applications, and provision of information, referrals, and follow-up contacts. Victim Service Case Manager will report to the VOCA Program Director.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Maintains an assigned caseload of individuals. • Identifies resources to meet the needs of victims of crime in Galveston, Liberty, and Chambers Counties. • Provides personal advocacy, accompaniment, and emotional support to victims of crime. • Assists victims with completing crime victim applications. • Follows up with victims of crime. • Maintains accurate and timely records. • Ensures that the programs meet the standards of accrediting bodies and funding sources. • Provides appropriate referrals. • Conducts outreach activities to identify clients, inform community of services and build community collaborative relationships. • Establishes and maintains professional relationships with service providers, community stake holders and local officials • Adheres to internal controls and procedures established for department. • Respects and supports client rights, including confidentiality • Maintains licensure, as appropriate. |
| Qualifications | <p>REQUIRED EDUCATION / EXPERIENCE: Bachelor’s or Master’s degree in Social Work and one year relevant experience. Bilingual preferred.</p> <p>KNOWLEDGE/SKILLS/ABILITIES: Effective written and verbal communication skills; bilingual preferred. Excellent interpersonal skills. Ability to work cooperatively with other professionals either in teams or in consultation. Knowledge of, and compliance with, the principles of professional ethics. Knowledge of computers, software applications and mobile communication devices. Flexible and able to work independently and seek supervision as needed.</p> |
| Salary/Hours | Salary to be determined based on experience/40 hours per week, Monday – Friday, some evenings and weekends |

| | |
|---------------------------|---|
| Employer/Agency | Family Service Center of Galveston County |
| Address | 2200 Market Street, Suite 600 |
| City, State, Zip | Galveston, Texas 77550 |
| Contact Person | Maryanne Termini |
| Contact Title | Finance and Administrative Manager |
| Telephone Number | 409-762-8636 |
| Fax Number | 409-762-4185 |
| Email Address | centero@fscgal.org |
| Application Method | Complete FSC Employment Application and job opportunity description available at: http://www.fsc-galveston.org/contact/employment/ |
| Opening Date | 8/25/2017 |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.