

Sarah's Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations

Looking for a great nonprofit organization with a strong community presence? You have found the right place at Sarah's Inn. Work with an organization that prioritizes staff development and work-life balance. Join our team of caring, knowledgeable, and passionate professionals who are dedicated to the mission of ending domestic violence.

Sarah's Inn offers competitive pay and benefits, including a flexible one-day per week remote work day, paid time off (25 days of vacation and sick time), 10 paid holidays per year, a Flexible Spending Account, a retirement plan, and robust health insurance plans (90% covered by the agency for individual coverage, 30% covered by agency for spouse/family coverage). The agency also provides a \$35.00 monthly cell/tech reimbursement and mileage/parking reimbursement. 100% agency paid short-term and long-term disability and a \$35,000 life insurance policy. Voluntary dental, vision and additional life insurance plans available.

Job Title: Partner Abuse Intervention Program Case Manager

Department: Intervention

Reports To: PAIP Supervisor

FLSA status: Exempt/Full-time

Salary: \$43,000 - \$46,000 annually

Position Summary: Provide case management services to clients attending the Partner Abuse Intervention Program. Also support groups by assisting with psycho-educational training and counseling to perpetrators of domestic violence in order to penetrate the cycle of violence and increase the safety of victims and their children.

Essential Duties and Responsibilities If invited for an interview, a full job description will be provided.

Provide case management services to participants in the program.

- Conduct a needs assessment with each individual client upon their enrollment into the program. Using needs assessment and self-reports of clients, create individual goals and plan for services.
- Update and enhance knowledge of community resources and materials relevant to the clients we serve.
- Link clients to community services in order to increase stabilization and progress.
- Maintain accurate and timely documentation of direct client services and community work.

Assist the PAIP Supervisor with coordination of services.

- Conduct phone screens with potential clients and schedule intake assessments.
- Communicate regularly with caseworkers about client status and progress.
- Prepare documents needed to conduct groups, orientation, and intake assessments.
- Ensure client documents and payments are organized and given to the PAIP Supervisor.
- Log client services into the PAIP database.
- Assist with coordination and entry of client progress notes, status updates, and dates of services into the client database.

As needed provide counseling and assessment services to perpetrators of domestic violence.

- Provide psycho-educational training and counseling to perpetrators of domestic violence.
- Conduct intake assessments with potential clients assessing their appropriateness for the program.
- Conduct orientation workshops to introduce the program to new clients.

- Ensure professional relationships with clients to create an atmosphere of accountability, responsibility and support.
- Confront and educate participants on potential offensive behavior, actions, and language.
- Assist in co-facilitating psycho-educational groups.
- Actively seek to enhance knowledge of community resources relevant to the clients we serve.
- Coordinate responsibilities with team members to ensure client needs are met.
- Update client files and services provided in a timely and accurate manner.
- Achieve productivity expectations pertaining to service hours and caseload.
- Ensure fulfillment of grant objectives and expectations.

Build and maintain a cohesive co-facilitation team.

- Prioritize relationship and performance of the co-facilitation team.
- Work with other team members and co-workers to evaluate and improve upon facilitation skills.
- Provide constructive feedback to co-facilitator and other team members to help improve their skills.

Participate in the on-call rotation for crisis line in order to support crisis line volunteers and clients (if exempt/full-time).

- Provide back-up support using the on-call phone for the crisis line off hours (evenings, nights, and weekends) for a week-long shift. Position could have up to 4 week-long shifts a year.
- Ensure support of volunteers who are on the line. Providing coverage if needed, answering questions, providing guidance, and taking over when clients are in need of support only staff can approve (hotel stays, transportation, food, etc.).
- Texting shift reminders to the volunteers who are scheduled.
- When on-call, responsible for responding to text line requests. The text line is directly linked to the on-call phone.
- Provide prompt feedback about concerns or successes during the on-call shift to the Volunteer and In-Kind Coordinator.
- Responsible for understanding and implementing the on-call and financial assistance procedures including awareness of technology used and troubleshooting as needed.

Educate community members and professionals about Domestic Violence. Build community partnerships for the program.

- Represent the organization with professionalism at community meetings and events, and demonstrate diplomacy and tact in all interactions with various system representatives and community partners.
- Collaborate with other community and county agencies on behalf of the clients we serve.
- Develop and maintain partnerships with community programs that are in line with the mission of Sarah's Inn.
- Provide community education presentations and professional trainings as it pertains to PAIP.
- Provide internal training to staff, volunteers, and interns as it pertains to PAIP.
- Assist with the 20-hour PAIP Facilitators Training with the PAIP Supervisor and Director of Training and Education.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Schedule and Location

This position is full-time and generally business hours Monday through Friday. However some services are later or on the weekend. Groups, intakes, and orientation workshops for clients are

on Mondays and Tuesdays from approximately 1pm-9pm. Groups are held on Monday and Tuesday nights at 6:30pm and Saturday mornings at 9:30am. This position may be asked to fill-in on Saturday groups occasionally, but most work is during the week. Services and meetings are located in the Forest Park and Oak Park communities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- MSW preferred. Bachelors in related field required.
- One year or more experience in providing direct service advocacy on behalf of victims of domestic violence and their families preferred.
- One year or more experience in providing direct service and counseling to perpetrators of intimate partner violence preferred.
- One year or more experience providing counseling, advocacy, and/or case management services to families (relevant volunteer and internship experiences included) preferred.
- Completion of an Illinois Certified 40-Hour Domestic Violence Training preferred or required to complete within two months of employment.
- Completion of an Illinois Certified 20-Hour Partner Abuse Intervention Facilitation Training preferred or required within four months of employment.

Sarah's Inn is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. EOE/M/F/D/V

Interested Candidates should submit cover letter and resume to employment@sarahsinn.org - Indicate "Applying for PAIP Case Manager" in the Subject Line.