

Voces Latinas
Job Description



POSITION: Case Manager – Full Time (35 hours per week)

SALARY: \$40K starting

REPORTS TO: Program Coordinator (Domestic Violence)

Mission: Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Case Manager responsible for the overall coordination and connection of client's social service, medical and mental health needs. This includes: client intake/assessment, referrals, client and organizational follow up, client accompaniment; ensuring linkage to services, client advocacy, working closely with the team. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues such a HIV, STIs, mental and behavioral health.

Essential Duties/Responsibilities:

- Conduct client intake, social service assessments, mental health screenings
- Screen for domestic violence and safety of client
- Develop safety plans with clients
- Advocate on clients behalf with ACS, Law Enforcement, social services, etc.
- Communicate and work closely with other agencies assisting client
- Conduct follow up with client and organizations working with client
- Ensure client links to care
- Complete client service plan and ensure completion of client goals
- Progress note documentation and data entry
- Produce monthly reports to supervisor including data collection
- Present cases in case conference meetings
- Meet regularly with mental health provider to discuss cases
- Deliver culturally competent health literacy workshops
- Attend community meetings promoting program and representing Voces Latinas
- Develop and maintain relationships with social service providers working with client
- Represent Voces Latinas at meetings and forums in an utmost professional manner and strengthen linkages with other community partners.
- Keep up with latest healthcare and immigration policies/reform information

- Participate in trainings/seminars related to Domestic Violence and legal
- Other duties as required

QUALIFICATIONS:

- A.A. or B.A. degree in social work, counseling, psychology, or equivalent or equivalent and at least 2 years of experience with case work.
- Extensive experience with domestic violence, sexual assault, and mental health.
- Excellent written and oral communication skills
- Familiar with social service resources in Queens county including immigration policies
- Familiar with the Healthcare delivery system
- Experience facilitating groups
- Interest in and familiarity with the Latinx community and issues affecting immigrant Latinxs
- Commitment to service as a personal value
- Strong interpersonal skills
- Experience with Trauma-Informed Care (TIC) framework a must
- Well organized and attentive to detail, and strong computer literacy
- Ability to work independently and as part of a team
- Ability to interact with individuals in a diverse environment
- Culturally competent, sensitive, and aware
- Receptive to constructive feedback
- Willing to learn, be flexible, and creative
- Ability to read, write and speak English and Spanish

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex individuals, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lissette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org