

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title: Case Manager

FLSA: Non-Exempt/Part-time (20 hours per week) **Pay Range:** \$16-\$21 per hour DOE

Division: APAIT

Supervisor: Associate Director

Date: 10/2/2017

Summary

Under the administrative direction of the Associate Director, and clinically supervised by a licensed mental health provider, the Case Manager will be responsible for the day-to-day implementation of case management services for victims of human trafficking, particularly Los Angeles County's Asian language-speaking population. The Case Manager will provide culturally appropriate/competent support, including co-facilitation of workshops and co-management of clients. Ability to work with diverse ethnic and cultural communities is a must, including, but not limited to, the following target populations: monolingual and/or undocumented immigrants, massage parlor workers, substance users, and homeless persons, of varying ages. This is a part-time position (20 hours per week) requiring flexible hours including some evenings and weekends.

Essential Functions

1. Coordinate and conduct client intake/screener into support program services.
2. Provide case management and advocacy services, including co-facilitation of workshops.
3. Conduct follow-up with clients as appropriate.
4. Maintain care team protocols and policies under professional clinical supervision.
5. Conduct community outreach and engagement activities to prospective Asian language-speaking clients.
6. Promote the availability of behavioral health and psychosocial support services to prospective clients.
7. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
8. Attend regular staff meetings and provide updates on programmatic activities.
9. Other duties as needed.
10. Ability to perform duties during weekends and evenings when required.
11. Regular attendance.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. BA/BS in social work, human services, or equivalent; or two years of similar work experience.
2. Licensed, registered or eligible MSW, MFTI, Psychology Assistant or equivalent preferred.
3. Must be fluent in Korean (read, speak, and write).
4. Basic knowledge of human trafficking, massage parlor work, and/or HIV/AIDS related issues.
5. Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds.
6. Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages, and educational backgrounds.
7. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets and databases).
8. Valid California driver's license, plus proof of car insurance.
9. Reliable transportation.
10. Verification of employment eligibility and passing of background check.
11. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

Supervisory Responsibilities

1. This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, carrying (max. 20 lbs), lifting (max. 20 lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

Application Process

Please submit cover letter and resume by e-mail to: Gabriela Leon, Associate Director, at gabriela@apaitonline.org.
NO PHONE CALLS PLEASE.