

**YCC FAMILY CRISIS CENTER  
POSITION DESCRIPTION**

<p><b><u>JOB TITLE:</u></b> Bilingual Sexual Assault Program Case Manager</p>	<p><b><u>CLASSIFICATION:</u></b> Full Time/Non-Exempt</p>
<p><b><u>FUNCTION:</u></b> Under the direct supervision of the DVVAC Manager and the general supervision of the Executive Director, ensure sexual assault victims have access to emergency crisis intervention and support services including advocacy, legal services and shelter. Assist in the development of community awareness and partnerships for rape advocacy.</p> <p><b><u>DUTIES AND RESPONSIBILITIES:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Required Functions:</b> Must be able to lift 30 pounds. Must have a reasonably clean driving record, valid driver’s license and ability to drive. Must have ability to clearly communicate by typing, writing and speaking in both English and Spanish.</li> <li>2. Provide crisis intervention advocacy for underserved victims of sexual assault including but not limited to: immigrants, seasonal migrant farmworkers, university students, members of a rural community, and trafficking victims.</li> <li>3. Assess client needs and refer client to therapy as needed.</li> <li>4. Maintain accurate records on all clients and enter into client database.</li> <li>5. Assist victims with Crime Victims Reparation forms and protective orders.</li> <li>6. Facilitate weekly support groups for rape and sexual assault victims.</li> <li>7. Provide court advocacy when required.</li> <li>8. Participate in rotating, on-call 24 hour crisis intervention, respond on-scene if needed.</li> <li>9. Provide advocate victim intake folders, clothes for victims, and information and referral.</li> <li>10. Assist SEXUAL ASSAULT Coordinator in recruiting and training of volunteer advocates.</li> <li>11. Assist SEXUAL ASSAULT Coordinator with monthly advocate meetings and annual training.</li> <li>12. Assist SEXUAL ASSAULT Coordinator with quarterly and annual reports.</li> <li>13. Attend YCC monthly all staff monthly meetings, DVVAC weekly meetings/trainings, and staffings for shelter’s clients, victims of sexual abuse.</li> <li>14. Attend trainings as requested by the DVVAC Manager.</li> <li>15. All other duties as required.</li> </ol> <p><b><u>Education &amp; Experience Requirements:</u></b> Bachelor’s degree in social work, sociology, psychology preferred, or equivalent years experience. Must be bilingual (Spanish). Prior experience working with individuals and families in crisis required. Must have understanding of sexual assault and domestic violence issues, knowledge of community resources, ability to facilitate support groups, and communicate clearly, both verbally and in writing. Must possess valid Utah Driver’s License. Flexible schedule required.</p>	

Revised 7/12/20119