

Position Announcement

Title: Case Manager

Culturally Specific Specialty: Specializing in working with Latinx/e identifying survivors; Bi-cultural, bilingual—fluency in Spanish is required.

Hours: Non-exempt (hourly), full-time, 40 hours (1 FTE) per week

Supervisor: Director of Program Operations and/or Executive Director

Compensation: \$22.26/hour (5% culturally specific, bilingual differential included)

Benefits: Medical, dental, vision, life, and long-term disability benefits (employee premiums paid by SARC); Federal Savings Account (FSA) for dependent and medical; generous vacation and wellness leave policies; flexible schedule; and eight (8) additional paid “floating holidays” per year.

This is a permanent position, however, note that SARC is a non-profit organization funded by grants and/or private donations, and therefore all positions are dependent on funding resources available.

COVID-19 Vaccination is required for this position with SARC, per Oregon mandate.



Position Summary:

The Sexual Assault Resource Center (SARC) of Oregon is seeking a Culturally Specific Case Manager specializing in working with Latinx/e identifying survivors. The staff person who fills this role and must be fluent in Spanish and English and have a comprehensive understanding of trauma-informed advocacy and response to people who have experienced sexual violence. In particular, the Culturally Specific Case Manager will have multicultural and other lived experiences connecting them with the Latinx/e community of Washington County in the Portland metro area. The Case Manager provides confidential emotional support, advocacy and support through systems (including the criminal and civil justice systems) and referrals to resources with people impacted by sexual violence. This Case Manager position will hold a 50% culturally specific client case load of Latinx/e-identified, BIPoC-identified and/or Spanish-speaking as a primary language. The Case Manager actively supports efforts with culturally specific community outreach, education, and community partnership development and collaboration.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at the Sexual Assault Resource Center, and are joyfully welcomed.

Essential Responsibilities

Below are the **essential responsibilities of this role**. Additional duties may be assigned.

Direct Services Activities

- Uses trauma informed, anti-oppressive, intersectional, and racial and social justice lenses to approach work with clients, colleagues, and community partners.
- Maintain strong professional and personal boundaries.
- Provide comprehensive (follow-up/long-term) case management advocacy to their caseload of clients, including:
 - Medical Advocacy (i.e., accompaniment to medical exams and supporting clients with information on assault exams, etc.)
 - Legal Advocacy (i.e., accompaniment to law enforcement interviews, court hearings; assisting with applications for Sexual Assault Protective Orders, assistance with crime victims compensation, etc.); and
 - General Advocacy and Referral Support (i.e., provide general emotional support, advocacy, support with employers and property management, and referrals to external resources that support a trauma-informed and client-centered process).
- Occasionally support the 24-Hour Services program in filling shifts for in-person crisis response and/or support by phone/text/chat activities to survivors at hospitals, law enforcement agencies, the Family Justice Center of Washington County, and other people impacted by sexual violence.
- Participate in case debriefs as needed or requested.
- Maintain client files and record client data into confidential electronic records database in accordance with agency policy.
- Liaising with culturally-specific community partners and community groups serving the Latinx/e population of Washington County to support authentic relationships and connection with Latinx- and/or Spanish-speaking survivors.
- Periodically implement Spanish-speaking community education presentations, as needed.
- Regularly attend and participate in community collaborative meetings, including collaborating with systems-based entities such as law enforcement, victim advocates, prosecuting attorney office staff, human service, courts, etc.
- Periodically review Spanish-translated SARC materials to ensure cultural accessibility by language or other to this community.

General Responsibilities

- Implement grant deliverables, based on funding parameters, and ensure activities are properly documented and reported
- Maintain trauma-informed practice values; uphold a work environment that is mutually supportive, respectful, anti-oppressive, and diverse
- Engage in regular professional development to ensure knowledge and skills refinement
- Collect, report, and submit accurate client and programmatic data regularly and in accordance with requirements of current funding streams, and as directed
- Administer programmatic evaluations; analyze and report evaluation data
- Complete and submit timesheets, activity logs, and expense reports on time, as per policy
- Understand and follow SARC policies and procedures
- Update and/or create program and/or organizational materials as needed
- Maintain all SARC issued equipment and supplies

- Work collaboratively with SARC’s staff, interns, volunteers, and community partner organizations.
- Participate in regular supervision meetings with the Director of Program Operations and/or Executive Director.
- Attend staff meetings and occasional retreats.
- Assist with organizational operations responsibilities in a collaborative team approach.
- Actively participate in SARC’s equity, inclusion, and anti-racism efforts and support all staff to continuously pursue anti-oppression approaches.

Supervisory Responsibilities

The Case Manager does not have any formal supervisory responsibilities.

Qualifications - Required:

- Multi-lingual fluency (fluency in English and Spanish, required)
- Latinx/e identifying
- Non-mandated reporter status, per Oregon state code, in any capacity
- Non-Title IX reporter
- Commitment to creating a healthy work environment that is dedicated to eliminating sexual violence and other forms of oppression.
- Philosophy compatible with SARC’s mission statement, organizational values, and commitment to anti-oppression work.
- Commitment to supporting and being part of a multi-racial, diverse, and inclusive team.
- Excellent verbal and written communication skills.
- Demonstrated leadership and self-direction/self-management skills; ability to work collaboratively as well as independently.
- Ability to maintain confidentiality.
- Ability to work with SARC staff as a collaborative team member.
- Strong computer technology skills, including Microsoft Access, Excel, Outlook, and Word, and graphic design programs such as Canva. Ability to learn new technology systems and implement within scope of duties.
- Successful passage of a thorough criminal background check, including fingerprinting
- Valid driver’s license and reliable transportation

Additional Qualifications – Strongly Preferred:

- People who have lived experience within historically oppressed communities, such as LGBTQ2IA, BIPOC, people with disabilities.
- Bachelor’s degree in social work, public health, sociology, psychology, gender studies, community health, or related field preferred; Work and/or Lived experience considered in lieu of education.
- Direct victim/survivor services experience in gender-based violence (DV/SA) field
- Proven public speaking and group facilitation skills

- Demonstrated knowledge and experience in sexual assault response strategies at the individual, relationship, and community levels.

Work Environment, Physical Demands & Travel Requirements

The work environment for this position is a typical office environment.

Due to a statewide Oregon mandate, this position requires employees to be fully vaccinated for COVID-19. However, reasonable accommodations for employees who, because of disability or a sincerely held religious belief, practice, or observance, may be made.

The physical demands for this position requires the employee to use computers, mobile phones, and sitting/standing in an office environment. This role requires the ability to speak and hear.

This position requires the employee to live within the Portland-metro area.

Travel is occasionally required for this position; required travel to Washington County hospitals and other community response sites. Occasional travel outside the Washington County area may be for capacity-building trainings to support the organization, or to support a client. Expected travel is 10% of the time. Mileage reimbursement is provided at the federal rate.

This position requires the employee to office on-site at the Family Justice Center/Family Peace Center of Washington County approximately 2 days per week, and maintain a work space at SARC's main business location in Beaverton. Occasional travel is required between the two sites.

About SARC:

Who We Are

The Sexual Assault Resource Center (SARC) promotes social justice by eliminating sexual violence in our community through education, support, and advocacy.

Our philosophical approach begins with the recognition that sexual assault can and does happen to anyone. However, members of historically marginalized communities are more likely to be impacted by sexual violence and more likely to experience barriers to accessing services and seeking justice. SARC strives to be culturally responsive and to be intentional in our efforts to support communities disproportionately impacted by sexual violence.

We also understand that identities are intersectional, and oppressions are interlinked. To serve more fully those who have experienced sexual violence, we as an agency recognize that we must also work to address, challenge, and resist other forms of violence and oppression.

To Apply:

Please email your cover letter and resume to careers@sarcoregon.org