

Grace Smith House, Inc.

Job Posting

DATE: 7/1/2020
FROM: Human Resources
RE: Job Posting, Full Time

Bilingual Case Manager

About Grace Smith House:

Established in 1981, Grace Smith House provides essential shelter and services to victims of Domestic Violence and their children. Located in Dutchess County, Grace Smith House also provides transitional housing and non-residential services.

For more information, please visit our website at www.gracesmithhouse.org

Position Summary:

The Bilingual Case Manager is responsible for providing direct services to domestic violence survivors. The position will respond primarily to the practical case management needs of residents in our emergency shelter program, advocating for them on DCFS, court, police, medical, housing, employment, transportation and immigration needs. Help clients create and periodically review safety planning, risk assessment, goal setting and service plans.

The Bilingual case manager will meet with clients on a regular schedule; provide emotional support, information, advocacy, transportation and referrals. Maintain client records and information in accordance with agency policy, to include utilizing the agency database. Participate in team meetings, supervision and other agency meetings, as assigned

Qualifications:

- Education: Four year degree and/or life experience working with domestic violence survivors
- Experience: Background in case management within a human service program; residential experience preferred.
- Specialized Skills: Fluency in Spanish and a good understanding of Latino culture;
Computer Literacy
Valid Drivers License, operation of agency vehicle required

Salary:

\$30,000 to \$35,000 depending on qualifications and experience.

Application Process:

If you are interested in this position please send your resume to davids@gracesmithhouse.org.