SURVIVORS OF TORTURE, INTERNATIONAL
Clinical Case Manager Job Announcement

Reports to: Program Manager
Effective Date: October 1, 2012
Location: San Diego
FLSA Status: Exempt, Full-time

GENERAL PURPOSE OF THE JOB With the clinical team, provide assistance to individuals and families in need of social services

ESSENTIAL DUTIES AND RESPONSIBILITIES (The examples of functions are not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.)

- Assist clients in applying for and obtaining social and other follow-up services
- Screen client referrals per eligibility criteria
- Perform psychosocial intake assessments
- Identify critical client care issues for clinical meetings and supervision.
- Build, maintain and refer to network of community resources
- Spearhead interpreter program
- Assist with Healing Clubs and other group activities
- Participate in community outreach and development events
- Write, send and track notecards to detained clients
- Organize volunteer driving program
- Assist with volunteer management
- Collect follow-up client data
- Enter client data into Anasazi and ETO databases
- Write client-related grant proposals and reports, as needed

MINIMUM QUALIFICATIONS

- Strong commitment to the mission of Survivors of Torture, International
- Bachelor’s degree in social work, psychology or related field
- Posses excellent communication, problem solving and organizational skills
- Must have reliable car, valid California Driver’s license and adequate auto insurance
- Experience and competence working with diverse populations and languages; facility with one or more language other than English is a plus
- Proficient in Microsoft Office Suite and databases

APPLICATION PROCEDURES
To be considered for this position, please send a detailed cover letter, resume and salary requirements to confidential email: survivors@notorture.org. No phone calls please.