Position Title: Case Manager & Legal Advocate

Position Locations: Plano

Reports To: Clinical Manager

The Case Manager will work directly with clients by providing crisis intervention, assessing their need for follow up services, providing appropriate information and referrals and performing initial assessment for counseling and other support needs.

Duties and Responsibilities

- Provide direct services to victims of sexual violence and secondary victims via crisis intervention, medical accompaniment, and counseling intake process.
- Coordinate and oversee initial assessment and follow-up for all clients.
- Maintain appropriate case documentation on clients.
- Participate in staff meetings and individual supervision.
- Maintain client files and maintenance of client records in collaboration with Sr. Program Director.
- Support clients in navigating the civil and legal systems including assistance with legal filings such as protection orders and crime victims’ compensation applications; provide law enforcement and court accompaniment.
- Provide current information on survivor issues and client procedures to advocates and staff. (advocacy training, CVC changes or updates, etc.)
- Provide current information on survivor issues and client procedures to advocates and staff.
- Represent the agency in the community and acts as a liaison to community organizations.
- Maintain agency referral directory. Contact area resources and keep the resources/referral list current. Assist counselors and other staff in locating needed resources.
- Collect statistical data and report on activities as needed.
- Other duties as assigned.

Physical Demands and Work Environment

- With reasonable accommodation, this position requires: the manual dexterity to sufficiently operate phones, computers, and other office and medical equipment; ability to communicate clearly and accurately to convey information using the English language, both verbally and in writing; possess visual acuity capable of drafting, editing, reviewing, and/or comprehending materials in a standard typeface size 10 font or above, are required.
- Be capable of sitting and standing for extended periods of time, as well as be able to intermittently push, pull, or lift 10+lbs. of force.
- Occasional exposure to adverse working conditions, including exposure to safety hazards, loud noise, traffic, inclement weather conditions.
• Must pass all required criminal history background checks; have a valid Texas driver's license and provide Department of Public Safety proof of driving record acceptable to agency insurers for the past three years; and must submit to pre-employment drug screen and TB test as well as random drug screens when directed.
• Occasional travel between hospitals and community agencies.

Education and Experience:
• A Bachelor’s degree from an accredited college or university in counseling, social work, psychology or other human services field is required. MSW or equivalent post-graduate work is strongly preferred.
• 1-2 years working with victims of sexual violence preferred

Knowledge, Skills and Abilities
• Bilingual English/Spanish preferred
• Skilled in performing counseling and crisis intervention services, especially for treatment of traumatized crime victims.
• Ability to develop and maintain positive and professional working relationships with clients, staff and community contacts.
• Must be self-directed and able to work autonomously
• Effective communication skills
• Proficient computer skills
• Valid driver's license and auto insurance
• Must complete 40 hours of mandated OAG sexual assault training

To apply:
Send PDF resume and cover letter to careers@theturningpoint.org with the email subject line: Case Manager & Legal Advocate

About The Turning Point Rape Crisis Center
Our mission is to provide counseling, education, and advocacy for those impacted by sexual violence. Our vision is to deliver the highest quality of comprehensive treatment services for survivors of all forms of sexual violence and to set the standard for prevention education that promotes social change to end bullying, sexual harassment and sexual violence.

Equal Opportunity Employer
The Turning Point Rape Crisis Center is committed to diversity in principle and practice, both in the community at large and within the organization. The Turning Point Rape Crisis Center provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.