



## **DCF CASE MANAGER**

### *Job Description*

**Job Classification:** Exempt

**Work Schedule:** 40 hours/week, Monday through Friday, between 8 am and 5:30 pm

**Salary:** \$37,500 to \$39,000

**Reporting Relationship:** Victim Services Coordinator

**Primary Accountability:** Maintains a safe and confidential environment for clients of YWCA Northeast Kansas' Center for Safety and Empowerment (CSE) who are receiving cash assistance, SNAP benefits, and/or childcare assistance from the Kansas Department for Children and Families (DCF). Provides advocacy and case management services to victims/survivors of domestic violence and sexual assault.

#### **Major Duties:**

- Carries caseload of long-term case management clients who are receiving DCF assistance.
- Acts as direct referral recipient/point of contact for DCF program staff.
- Attends quarterly meetings with DCF program staff (from TANF, Food, and Childcare programs).
- Communicates regularly with DCF TANF Career Navigators regarding shared clients.
- Maintains regular communication with community partners regarding resources.
- Completes monthly and quarterly reports for DCF grant.
- Attends TANF orientation every two weeks to introduce YWCA CSE's services to those attending.
- Helps clients navigate the DCF system's services and policies.
- Provides support group to DCF clients, as needed.
- Answers hotline calls and provides support.
- Assists with walk-in crisis victims/survivors, as needed.

#### **Qualifications:**

- Degree in social work or related field or equivalent experience.
- Experience working with DCF and victims of domestic violence and/or sexual assault/abuse.
- Ability to work well with a cross section of clients.
- Ability to coordinate case management for a diverse client population.
- Knowledge of local resources.
- Ability to relate well to people in crisis.
- Ability to function well in a crisis setting where interruptions are frequent.
- Basic knowledge of domestic violence and sexual assault dynamics.



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#### **Physical Demands:**

- Ability to drive personal vehicle and to be moving from site to site on any given day.
- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

#### **Work Environment:**

All YWCA staff members are expected to support and promote the mission of the YWCA: eliminating racism and empowering women; demonstrate multi-cultural competency and the ability to work with diverse populations.

Must be able to function professionally in an environment where crisis is occurring routinely.

#### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.**