



Position: Bilingual Case Manager (Spanish/English)

Organization: Community Advocates for Family & Youth (CAFY)

Location: 9201 Basil Court, Largo, MD 20774

Position Description: Community Advocates for Family & Youth (CAFY) is a full victim services nonprofit working to prevent, support and educate about violence and victimization located in Prince George's County, Maryland. CAFY offers a range of services, including case management, with a diverse professional staff to help victims (adults, children and family members) with both short and long-term needs to assist in moving survivors and co-victims of crime on the path towards healing. CAFY seeks a self-motivated, solutions driven, community involved person who is fluent in Spanish and English to join our team.

This is a lead position located in the Victim Services department of CAFY. The Case Manager is responsible for developing relationships, emergency plans, assessments, providing support, resources and education, responding to crisis, and providing service referrals to victims of crime. The Case Manager will serve as the first point of contact for all types of crime, agencies, and other CAFY stakeholders in order to grow awareness of CAFY services in the Hispanic/Latino community. The Case Manager will act as the first point of contact for emergency and helpline support and as a resource for other case managers, counselors and volunteers serving and supporting the targeted population.

This is an exempt position.

- Responsibilities:**
- Provide crisis intervention and victim services by phone and/or in-person.
 - Act as lead to build partnerships with police, service providers and the community.
 - Manage a caseload and provide support, court accompaniment and case status.
 - Participate in outreach events and programs to raise awareness about victims' rights and services.
 - Act as lead to serve and support agency needs for the Hispanic community via Helpline, translation, and other emerging needs.
 - Develop new and maintain knowledge of available resources.

- Qualifications:**
- Fluent in both English and Spanish (written & verbal).
 - Associate's degree with experience in field or Bachelor's degree in related field required. Master's degree in social work or a related field is plus.
 - Excellent verbal and written communication and presentation skills required.
 - Community engagement experience.
 - Experience in creating solutions and solving problems.



- Detail-oriented, excellent teamwork skills and possess an open mind regarding cultures, religions and sexuality.
- Excellent time-management skills.

- Skills:**
- Proficient in computer use as well as Microsoft Office Suite.
 - Familiarity with Salesforce is desirable.
 - Must be able to read and write in English and Spanish.

- Requirements:**
- Must be willing to submit to a background check.
 - Valid driver's license and reliable transportation helpful

- Benefits:**
- 4-day work week.
 - Position on-site, with local travel to county agencies.
 - Paid holidays and accrued vacation up to 23 days.
 - Mileage reimbursements for statewide travel.
 - Continuous training opportunities.
 - Supplemental health benefits and 403B.

Apply: Application deadline is September 11, 2015.

Applicants must submit a cover letter and resume to Janyel Jenifer at jjjenifer@cafyonline.org with "Bilingual Case Manager" as the subject of your email.