

## **TurnAround Job Description**

**Job Title:** Outreach Case Manager  
**Reports To:** Chief Program Officer  
**Position Type:** Exempt; Full-Time



### **SUMMARY**

The Outreach Case Manager will provide direct outreach to survivors of human trafficking in the community and assist clients of the Anti-Trafficking Program in obtaining self-sufficiency through providing intensive case management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist Supervisor in outreach efforts to identify survivors of human trafficking in the community,
- Establishes strong, appropriate and caring working relationships with victims of human trafficking assigned to caseload,
- Works closely with Chief Program Officer, Anti-Trafficking Program Coordinator, staff and volunteers to assist victims and carry out programmatic mission,
- Track weekly statistics of outreach and case management efforts,
- Submit weekly reports to Chief Program Officer.

### **EDUCATION and EXPERIENCE**

1. B.A. required, with at least five years' experience working with victims of sexual assault or other forms of violence,
2. Ability to work with diverse populations,
3. Sensitivity to sexual exploitation, domestic violence and other gender-related issues;
4. Experience working with vulnerable U.S.-born youths/young adults, as well as foreign national victims of violence,
5. Strong ability to work independently and as part of a team,
6. Previous supervisory experience preferred,
7. Excellent problem solving skills,
8. Ability and willingness to work irregular hours;
9. Excellent organizational and communication skills,
10. Persistence and flexibility, with ability to multitask and prioritize,
11. Fast learner, quick mind, and capacity for hard work,
12. Ability to operate personal vehicle to drive to community-based site for work-related meetings,
13. Work on weekends and/or evenings required.

**Acknowledgement of review and receipt:**

**Supervisor:**

**Print :** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee:**

**Print :** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_