

Case Manager Job Description

Classification: Full Time (Salary)

Reporting to the Program Director (PD), the Case Manager will have responsibility for establishing and overseeing care for clients. Case Manager serves as the support staff to clients referred to Present Age. The incumbent is responsible for implementing services for the physical, physiological, educational, relational and spiritual needs of juvenile victims of sexual exploitation and trafficking. This position will be mobile, working in the greater Charlotte area as services are needed.

General Responsibilities:

- Continually grow in personal relationship with Jesus Christ and represent Him and Present Age Ministries with upmost integrity and respect
- Maintain accurate documentation and reporting
- Participate in weekly meeting with supervisor to review cases and concerns
- Demonstrate teamwork with peers and assist when able to ensure functions of ministry and fulfilled
- Represent Present Age Ministries at identified community committees
- Other duties as assigned

Specific to Role:

- Develop individual care plans for each client that is trauma informed
- Coordinate and facilitate services in accordance with care plan for each client assigned to case load
- Work with families to identify reunification opportunities and coordinate recreational activities/programs and/or childcare services for eligible parents receiving voluntary supportive services.
- Provide services at children's hospitals, schools, local and private institutions that assist with services and housing for trafficked minors and wherever the case manager is needed or requested for services.
- Coordinate with local, state and federal law enforcement and other systems and organizations to support the victim in leaving the trafficking situation and receiving needed services, providing reporting and documentation as needed.
- Maintain communication with each victim's care team to ensure efficiency and highest quality of service is provided to that child/family.
- Participate in CFT meetings and other meetings as directed by Program Director
- Maintain accurate and timely case notes and statistical records.
- Maintain strict confidentiality regarding all human trafficking victims.
- Participate in internal Care Review Meeting as scheduled on active cases.
- Assist with all required internal and external grant reporting including program output and outcome reports.

Qualifications:

- Personal, active relationship with Jesus Christ; active involvement in local church
- BA in Human Service area (Social Work)
- Minimum of 5 years of relative experience, preferably in working in Human Trafficking Field
- Knowledge of trauma and experience working with adolescents and navigating through the resulting issues (including but not limited to: anger, abandonment, depression, PTSD, cutting, eating disorders, etc).
- Ability to strategize to establish alternative program options through community partnerships in effort to provide individualized treatment programs for all clients.
- Highly collaborative style; experience developing and implementing strategies with community partners. Ability to think out-side of the box to determine solutions and opportunities
- Reliable, dependable and consistent
- Excellent writing and verbal communication skills
- Proficient at Microsoft Office
- Ability to maintain client confidentiality.
- Able to work flexible hours, including evenings and weekends.
- Up to 25% travel required



present age MINISTRIES

BASIC INFORMATION

Name _____

Last

First

Middle

Maiden

Present address _____

Number

Street

City

State

Zip

How long have you lived at stated address: _____

Social Security No. _____ - _____ - _____

Telephone (____) _____

Please provide information regarding your education background:

	NAME OF SCHOOL	LOCATION	MAJOR & DEGREE
High School			
College			
Other			

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held.

Name of Employer _____

Address _____

Name of Last Supervisor _____

Dates of Employment _____

Duties _____

Reason for Leaving _____

Name of Employer _____

Address _____

Name of Last Supervisor _____

Dates of Employment _____

Duties _____

Reason for Leaving _____

Name of Employer _____

Address _____

Name of Last Supervisor _____

Dates of Employment _____

Duties _____

Reason for Leaving _____

INDUSTRY INFORMATION

Have you volunteered, worked or been involved in a leadership capacity at another anti-trafficking organization within the past 3 years?

YES NO

If yes, what role did you play? _____

Briefly describe your experience:

REFERENCES:

Please identify the following references.

1 – Former Manager/Boss

2 – Mentor or Spiritual Influence in your life (Pastor, Small Group Leader, Etc)

3 – Peer/Friend

Each identified reference should submit a letter/email to the attention: APPLICATION COMMITTEE-info@presentageministries.org or PO Box 700, Harrisburg NC 28075. The identified individuals should answer the following questions in regards to the applicant:

- Why would the applicant be a good candidate for employment with Present Age Ministries?
- What is the applicants greatest strength?
- What is the applicant's greatest challenge?

APPLICANT ESSAY:

Each applicant should submit a one-page essay explaining the reasoning for interest in employment at Present Age. This essay is being reviewed for content and expression of personality, as much as it is formatting and accuracy.

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Present Age Ministries (PAM) hereinafter called "The Organization"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Organizational practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of PAM, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of The Organization. Both the undersigned and PAM may end the employment relationship at any time, without specified notice or reason. If employed, I understand that The Organization may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give The Organization permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release The Organization from any liability as a result of such contract.

I also understand that (1) The Organization has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I further understand that my employment with The Organization shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with The Organization is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

Included with application is Statement of Faith, and signed copy should be returned with completed application.

Statement of Faith

While we are a faith based organization, we do not discriminate or force those we serve to share in our beliefs. We seek to provide quality services as we rebuild trust, restore hope and redefine love for survivors of sexual abuse, exploitation and trafficking.

- We believe that there is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit (Deuteronomy 6:4; 2 Corinthians 13:14).
- The Bible is the infallible Word of God, inspired by the Holy Spirit. Every word of the Bible is true and correct, and it contains every answer to man's problems (2 Timothy 3:16,17; 2 Peter 1:20,21).
- We believe that Jesus Christ is "the way, the truth, and the life" (John 14:6).
- We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, resurrection, bodily ascension into Heaven, present ministry of intercession for us, and His return to earth in power and glory (John 1:1,14; Luke 1:26-38; 2 Corinthians 5:21; John 6:19; Romans 3:24; Matthew 28:6; Hebrews 8:1; Hebrews 7:25; Acts 1:11; Luke 21:27).
- We believe that "Christ Jesus came into the world to save sinners" and can fully redeem and powerfully use even those who consider they have been "the worst" (1 Timothy 1:15).
- We believe that Man is created in the image of God but separated from God by sin.
- We believe that without Jesus we cannot have a relationship with God. (Genesis 1:26; 1 Timothy 2:5).
- We believe "if we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness" (1 John 1:9).
- We believe that birth begins at conception and that each life is precious and without mistake, in the sight of God. (Psalm 145:3; Jeremiah 29:11)
- We believe that marriage is ordained by God and should be between one man and one woman. The family unit is a critical part to development and should be honored the way God designed. (Matthew 19: 4-6; 1 Corinthians 7:1-16)

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning the truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Present Age Ministries' faith, doctrine, practice, policy and discipline, our Board of Directors is the final interpretive authority on the Bible's meaning and application.

I have reviewed the statement above as indicated by my signature below, and agree to be governed by all the provisions herein.

Name

Date