

# SAMARITAN HOUSE

## Job Description

<b>Position: Anti-Trafficking/Sexual Assault Case Manager</b>	<b>Approved on: June 05, 2019</b>
<b>Reports to: Anti-Trafficking Supervisor</b>	<b>Revision Date: September 24, 2024</b>
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Direct Client Services

**Position Summary:** The Anti-Trafficking/Sexual Assault Case Manager assists individuals and their families that are experiencing human trafficking or sexual assault in the community and in residence. The advocacy and support services include providing direct and indirect services that promote personal safety, safe housing and self-sufficiency. This position will focus on services for clients identifying as survivors of human trafficking or sexual assault seeking shelter services, as well as, community services. This position will be working in the jurisdictions where Samaritan House is identified as the service provider for the Hampton Roads Human Trafficking Task Force as services are needed.

### Job Responsibilities:

1. Assess individual and families for emergent needs; (i.e.; trauma-informed crisis intervention, safe housing and/or other relocation assistance, emotional support, safety services, safety planning, direct referrals and connection to individual counseling, support groups, and other therapeutic services).
2. Provide additional trauma-informed support including information about the criminal justice process and victims' rights; and referrals to other victim service programs and resources.
3. Provide long-term support and case management by assisting with safe and affordable housing options if needed, such as rapid re- housing, and other permanent housing options.
4. Develop knowledge of community resources, utilize advocacy skills and teach self-advocacy so families can expand their use of resources in the community.
5. Teach practical skills such as self-advocacy, problem solving, and stress management to improve long-term self-sufficiency.
6. Utilize Samaritan House multi-disciplinary team model of practice to support families' needs and effectively collaborate with other agencies.
7. Complete client centered assessments with victims associated with both state and federal investigations involving their trafficking case to assess situations, service plan, and provide referrals for attorney legal advocacy as appropriate.
8. Complete all required internal and external reporting accurately and on time.
9. Participate in community collaboration groups and represent the organization to others as requested.
10. Maintain strict confidentiality regarding all human trafficking/sexual assault victims served.
11. Position is defined as Essential Staff, which are employees that have positions within the organization that may require them to work regardless of scheduled holidays, unexpected closures, weather alerts, and natural disasters such as hurricanes, tornados, or pandemics.

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12. Other duties as assigned.

### Required Background:

- Bachelor's Degree in Social Work, Counseling, or other Human Services field, M.S.W. preferred.
- Minimum 1 year of direct service experience. Experience working with survivors of sexual assault and/or human trafficking is preferred.
- Criminal and Child Protective Services background check.
- Valid Virginia Driver's License.
- CPR certified with adults and children within six months of hire.

### Required Skills:

- Knowledge of dynamics of human trafficking and criminal justice system.
- Skills in establishing non-victimizing rapport with survivors.
- Ability to work effectively in crisis situations, using the teamwork model of practice.
- Ability to plan and manage own work activities and seek and use supervision effectively to increase skills and knowledge.
- Ability to relate to and work with survivors of all ages, cultural, and socio-economic backgrounds.
- Knowledge of and adherence to agency mission, policies and procedures, including Code of Conduct and mandatory reporting requirements.
- Ability to represent agency in public speaking and in community coalitions.
- Ability to maintain current records, data entry, and complete statistical reports in a timely manner.

### Required Physical Skills:

- Ability to operate a motor vehicle; car, truck, and van
- Ability to lift 25 pounds
- Ability to use a computer and telephone
- Ability to prepare light food items
- Ability to walk, climb and reach
- Ability to conduct and attend meetings

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Salary: Based on experience and qualifications. This is a full-time position with benefits. Please submit resume and job application:

Theresa Lindsey

Director of Operations/Employee Engagement

Samaritan House

2620 Southern Blvd

Virginia Beach, VA 23452

Phone: 757 631-0710, ext. 253

Fax: 757 631-0747

[theresal@samaritanhouseva.org](mailto:theresal@samaritanhouseva.org)

Please download and complete Job Application Form at: [www.samaritanhouseva.org](http://www.samaritanhouseva.org)

Samaritan House Inc. is committed to a drug free workplace and has a non-discrimination policy of equal opportunity for all persons and does not discriminate based on race, ethnicity, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, limited English proficiency, immigration status or veteran status in employment, services and or volunteer opportunity.