

**Anew: Building Beyond Violence and Abuse  
Job Description**

<b>Title:</b> PAIP Case manager	<b>Department:</b> Partner Abuse Intervention Program (PAIP)
<b>Type:</b> Full-Time	<b>Reports To:</b> PAIP Program Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

**Job Summary:**

The PAIP Case Manager is a member of the Anew: Building Beyond Violence and Abuse Partner Abuse Intervention program (PAIP). The program's goal is to promote change through education and accountability. This person works collaboratively with the group facilitators and other team members as well as with all other Anew program staff. The Case Manager is the point of contact for current and former participants seeking additional services when personal needs or barriers to program completion are identified. The Case Manager facilitates change by providing support, guidance and skill building focused on health, employment, economics, and housing. The Case Manager communicates with the PAIP team regarding the participant's progress while coordinating services to assist the participant in achieving their goals. The Case Manager also has administrative duties to ensure program efficiency and functionality of daily operations of the program.

The ideal candidate for this position is personable, has a positive attitude and has flexibility in meeting the demands of their role. They must have the ability to demonstrate empathetic, non-judgmental attitudes towards people who have used violence within relationships. They must be able to assess the immediate needs of potential clients, provide crisis intervention and have some knowledge about the financial barriers faced by our clients. This individual should be resourceful, organized, and able to efficiently work independently to handle the multiple demands of this position. The Case Manager balance being supportive and holding participants accountable for the progress in the program. The Case manager should also have strong problem-solving skills to manage the wide range of needs of this program.

**Duties and Responsibilities:**

- Establish a service plan with each case management client that supports their identified goals regarding health, employment, economics, and housing.
- Meet with case management clients regularly to assess progress towards goal achievement.
- Provide financial education to clients utilizing financial education curriculum as needed.
- Assist clients with applying for appropriate state/federal benefits as needed.
- Consult with group facilitators regarding case management referrals.
- Collaborate with Participants, Group Facilitators, Office staff and Program Manager to ensure client and program success.
- Be knowledgeable on community resources, maintain and update community referral list to assist with linkage to wrap-around services.

- Provide back-up group services including the orientation group as needed.
- Assist with intake screening calls for individuals seeking PAIP services and schedule assessment appointments.
- Assist with answering phones, doors, provide agency information, referrals to callers.
- Meet regularly with Program Manager for case review and professional development supervision.
- Input participants' information into an agency-maintained database as requested.
- Assist with statistical reports, chart reviews and preparation for audits to ensure participant charts meet all eligibility and documentation requirements.
- Complete, submit and file required case documentation by established deadlines.
- Complete and submit weekly employment-related paperwork and monthly reports to the Program Manager as required.
- Comply with the PAIP Manual.
- Participate in training as required by job responsibilities and funders through approval process.
- Participate in and represent Anew at various networking and outreach events and committee meetings as assigned.
- Attend required PAIP staff meetings.
- Attend Anew All-Staff meetings.
- Work with other Anew and PAIP staff to maintain open communication and develop a team approach.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in criminal justice, social work, related field, or equivalent work experience.
- At least 1 year of case management or related experience required.
- Completed 40 Hour Domestic Violence Training preferred. Will be provided by Anew if needed.
- Fluency in both spoken/written Spanish and English is preferred.
- Knowledgeable about issues related to domestic violence dynamics and trauma informed practices.
- Working knowledge of how to access human and social services providers, employment, vocational and educational resources.
- Excellent computer skills and knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, and Windows-based databases.
- Knowledge of personal financial planning.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail-oriented with strong problem-solving skills.
- Strong critical thinking and crisis intervention skills.
- Strong organizational and time management skills.
- Ability to work and research information independently.

- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Ability to demonstrate the values of Anew.
- Must be able to operate general office equipment.
- Must be able to stand/walk for periods of time and lift up to 25lbs.
- Must have reliable transportation, proof of vehicle insurance, and a valid driver's license.
- Some evenings hours and/or Saturday hours are required; flexibility in scheduling a must.

**Compensation and Benefits:**

The hiring range for this position is \$18.40 – \$21.85/hour for 35 hours per week. A \$0.50 differential is provided for Spanish speaking hires. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; and the ability to contribute to our 403(b) plan with 3% company matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at [www.anewdv.org](http://www.anewdv.org).