



Lead Case Manager

Foundation Overview:

Alma Domestic Violence Foundation (www.almadvf.org) is a nationally recognized, human services organization committed to “Educate Empower and Celebrate survivors of domestic violence and help them achieve economic and self-sufficiency”. Our vision is to aid in the eradication of domestic violence globally and enlighten the public about its effects. We are in Atlanta, GA and currently seeking a Case Manager to help us eradicate this cause while supporting our rapid growth. Alma Domestic Violence Foundation has served over 3,500 survivors of domestic violence and 45,000 youth worldwide and provides support to over 35 shelters across the United States.

Basic Purpose of Position:

The **Lead Case Manager** is responsible for providing comprehensive case management services to individuals who are in difficult situations suffering from or suspected domestic abuse. Reporting directly to the Chief Executive Officer, the primary goal of this role is to help individuals and/or families maximize independence, dignity, and quality of life. The successful candidate must also have a passion for providing a voice to the victims of domestic violence, which exemplifies the Alma Domestic Violence Foundation primary core value and commitment.

Responsibilities:

- Answers crisis line, assess immediate crisis needs of clients, and completes intake process.
- Accomplishes clients’ care by assessing individualized treatment needs, developing, monitoring, and evaluating treatment plans and progress, facilitating interdisciplinary approaches.
- Provides advocacy services and assists clients in obtaining necessary resources to achieve case management goals.
- Continually monitor and evaluate each client’s progression through their case management plan and develop corrective action revisions to the plan as needed.
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County and ADVF guidelines.
- Provide advocacy services and assist clients in obtaining necessary resources to achieve case management goals.
- Actively participate in client-and-program related meetings, training, and support groups that may require occasional evenings and weekends.

- Attend program-related community, coalition and committee meetings as assigned.
- Maintain client related data systems, including case notes and complete HMIS entries.
- Prepare case management related reports including but not limited to outcomes, successes, etc.
- Adheres to strict boundaries and professional ethics in the care of others

Qualifications:

- Bachelor's degree in human services or comparable combination of education/work related experience
- Minimum 5 years of relevant work experience and 2 years of experience working with domestic violence population at a DV shelter or agency.
- Experience in social service setting with working knowledge of case management systems and planning techniques
- Knowledge of addition/recovery processes along with related resources and the Continuum of Care for domestic violence survivors.
- Must be insurable and provide own transportation for work related travel as necessary.
- Highly competent in this area of practice
- Effective interpersonal and communication skills, presentation skills and the ability to work effectively with a wide variety of individuals including health and other human service providers.
- Minimum of 3 years Leadership and Supervisory experience with Case Managers
- Strong organizational and planning skills; ability to prioritize between multiple projects.
- Creative mind with ability to suggest improvements and make recommendations.
- Proficient in MS Office including Word, Excel, Outlook

