

## **Posting Information**

**Position Title:** Case Manager

**Position Type:** Full Time Employment

**Position Location:** Alpharetta, GA

**Position Pay:** \$40,000 – \$42,500

**Hiring Manager:** Betsy Kanarowski | [hr@youniquefoundation.org](mailto:hr@youniquefoundation.org) | 385.345.4556

## **Foundation Purpose**

We inspire hope in women who were sexually abused as children or adolescents by hosting them at a retreat, where they are uplifted by each other and learn skills that can help them find individual healing.

We educate parents and empower them to protect their children from sexual abuse while leading a public dialogue to bring the epidemic of abuse to light.

## **Qualifications**

We are seeking a case manager to work in a collaborative way with clinical therapist in helping clients: 1) Locate clinical and ancillary resources in their home communities 2) Provide logistical support at retreat facility and be on site for retreats to help with the needs of clients 3) Provide educational lectures as requested by clinical director 4) Keep tabs on clients progress.

### *Educational/Professional Requirements*

- A Bachelor's Degree or Equivalent Work Experience

### *Experience Requirements*

- 5 years in human service role or equivalent.
- 5 experience in office procedures and functioning or equivalent
- Non-Profit and/or Healthcare experience is a plus

## **Responsibilities**

- Provide logistical support for clients attending retreats.
- Excellent written and verbal communication skills, ability to establish rapport with clients. Provide support to all clinical staff as requested.
- Help organize and plan ancillary activities at retreats (this includes outreach and screening of potential presenters). Coordinate services with vendors.
- Be (or become) certified in First Aid and CPR. Experience working with persons in crisis.
- Ensure clients safety and well-being while at retreats. Report any issues to management immediately upon noticing any behaviors or attitudes that may cause concern or suspicion. Be the eyes and ears on the ground at retreats.
- Help coordinate and implement ancillary programs at foundation events.
- Any other duties that may be requested by management.