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*Ensuring that child sex trafficking victims receive quality care and services in the State of Georgia*

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**GEORGIA CARE CONNECTION OFFICE, DBA GEORGIA CARES, INC.**  
**Job Posting for Open Position**  
**Care Coordinator**

**DESCRIPTION OF ORGANIZATION:**

Georgia Cares is the single, statewide victim service agency connecting services and treatment care for victims of child sex trafficking, otherwise known as Domestic Minor Sex Trafficking (DMST). As a 501(c)(3) nonprofit organization, Georgia Cares identifies, screens, and connects DMST/CSEC youth to appropriate and specific services and works with the youth throughout their journey of treatment and restoration. Georgia Cares believes that youth who have been exploited can be restored to safety, health, and well-being when they are recognized as victims of sexual abuse and supported with appropriate treatment. Our mission is to ensure that DMST victims receive quality care and services in the state of Georgia. It is our vision that DMST is one day eradicated, and survivors of DMST are able to thrive with the help of trauma-informed treatment. Georgia Cares is located in North Atlanta; however, we serve youth in all 159 counties in Georgia.

**DESCRIPTION OF POSITION:**

Georgia Cares, Inc. (Georgia Cares) seeks a qualified candidate to serve in the position of Care Coordinator. The Care Coordinator for Georgia Cares is responsible for the coordination of services, communication with youth and service providers, and the assessment and monitoring of confirmed victims of DMST. The Coordinator assesses the involvement and trauma history of the youth and works with the youth to create a Care Plan to achieve restoration and treatment. The Coordinator is responsible for adherence to the Individualized Care Plan, coordinating services, and monitoring youth progress. The Coordinator is intended to be a constant support for the youth, throughout their continuum of healing and restoration.

Georgia Cares seeks a candidate who is dependable, hardworking, and invested in making a long-term impact in supporting the statewide response to child sex trafficking. The ideal candidate would demonstrate strong work ethic, empathy and experience working with youth and families, and proficient organization skills. The position requires a candidate who is dependable, organized, and demonstrates respect in working with youth and families. A demonstrated commitment to cooperation and collaboration with the Georgia Cares staff is expected. The candidate would also possess strong time management skills, prioritization, and experience with vulnerable populations. This position is a full-time position and will be a fieldwork/telework position, meaning that the position will be in the field working with clients and working from home. After a 3-month training and orientation phase, direct service employees are permitted to work remotely and report to the administrative office 4-6 days per month. This position will include travel around the state as our youth service area is statewide.

**DUTIES INCLUDE:**

- Manage the Care Planning, Case Monitoring, and Case Closure/Follow Up Phases of the Georgia Cares Case Management System
- Complete an Individual Care Plan for each confirmed victim with Georgia Cares. This includes recommending and linking the child to all needed services- intervention, resources, and placement, when applicable
- Engage with potential community service providers that will support youth served through Georgia Cares; make referrals as appropriate
- Maintain regular contact with each youth in accordance with the Case Management System and conduct monthly reviews of service plans and assessments when prescribed
- Ensure proper reporting and documentation of services, contacts, and communications with family and outside providers. This includes entering case notes to the case management system within three business days of contact
- Ensure the development of a child and family Safety Plan
- Provide juvenile court advocacy for youth
- Prepare and update weekly, monthly, and quarterly summary of cases and other information as needed.
- Engage in case review meetings, peer review, case audits and the MDT on a monthly basis.
- Research new providers for services to CSEC youth
- Support and promote Georgia Cares Mission, Vision, and Strategic Priorities by adhering to the agency's Guiding Principles both internally and among the community
- Perform other duties as assigned.

**MINIMUM REQUIREMENTS:**

- Must pass a background check and criminal records fingerprint check
- Must possess a reliable vehicle and be willing to travel throughout the state of Georgia
- Preference will be given to candidates with fluent Spanish-speaking skills
- Preference will be given to candidates living outside the Metro Atlanta area

**Applicants' credentials and experience will determine hiring level of this position:***Care Coordinator I*

- Must possess a bachelor's degree in Social Work (BSW) or other human services related field and at least 2 years of professional experience
- Eligible for annual salary range \$25,000 - \$32,000
- Georgia Cares offers a desirable PTO policy with 7 agency holidays, 120 hours of Paid Time Off and 40 hours of Sick Leave
- At Georgia Cares, you will have the opportunity to work for the nation's first statewide organization serving child sex trafficking victim and will be a leader in the field of human trafficking

*Care Coordinator II*

- Must possess a master's degree in Social Work (MSW) or Counseling
- Eligible for annual salary range \$30,000 - \$35,000
- Georgia Cares offers a desirable PTO policy with 7 agency holidays, 120 hours of Paid Time Off and 40 hours of Sick Leave

- At Georgia Cares, you will have the opportunity to work for the nation's first statewide organization serving child sex trafficking victim and will be a leader in the field of human trafficking

*Care Coordinator III*

- Must possess a master's degree in Social Work (MSW) or Counseling
- Must possess licensure in the State of Georgia (LPC, LMSW, or LCSW)
- Eligible for annual salary range \$30,000 - \$37,000
- Georgia Cares pays for 70% of an employee's health, dental, and vision insurance per the organization's insurance policy
- Georgia Cares offers a desirable PTO policy with 7 agency holidays, 120 hours of Paid Time Off and 40 hours of Sick Leave
- Georgia Cares offers up to \$100 Individual Supervision monthly per diem for hours toward clinical licensure
- Georgia Cares offers a desirable benefits package to also include a paid maternity leave policy of 6 weeks, and a retirement package to eligible employees
- At Georgia Cares, you will have the opportunity to work for the nation's first statewide organization serving child sex trafficking victim and will be a leader in the field of human trafficking

**START DATE:**

The ideal start date for this position is October 15, 2018

**TO APPLY:**

To apply, please send a cover letter and resume to [admin@gacares.org](mailto:admin@gacares.org).