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

GEORGIA CARE CONNECTION OFFICE, DBA GEORGIA CARES, INC.
Job Posting for Open Position
Victim Support Program Director

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 Victim Support Program Director. The Victim Support Program Director for Georgia Cares performs both administrative tasks through supervision of Care Coordinator staff and cases, and direct service tasks in line with case management for victims of DMST. In this role, the Program Director is responsible for the coordination of services, communication with youth and service providers, and the service delivery and monitoring of confirmed victims of CSEC/DMST. The Program Director provides leadership, supervision, and support to all Care Coordinators on staff, and manages the case staffing and peer review of Georgia Cares cases. This position performs ongoing case and document review, reporting audits and findings on a routine basis, reporting of case management data needed for grant reporting, and maintains a caseload of 3-5 youth.

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 models leadership, possesses strong time management and prioritization skills, and has experience working with vulnerable populations. This position is a full-time position and will require at least 3 days in-office per week, and after training will allow up to 2 telework days per week. This position will include some travel around the state as our youth service area is statewide.

DUTIES INCLUDE:

- Manage the Victim Support Strategic Priority and programs of Georgia Cares.
- Assist the Emergency Response Program Director with progressing phases through the Case Management System.
- Provide administrative oversight, supervision and support to all Victim Support program staff.
- Assist in the recruitment of new clinical staff and oversee onboarding and training for all Victim Support program staff new hires.
- Monitor compliance with social work licensure for all Victim Support program staff.
- Conduct monthly check-in meetings with Victim Support program staff.
- Oversee and manage the Case Coordination phases of the Georgia Cares Case Management System including: Case Assignment, Care Planning, Service Delivery, Case Monitoring, and Case Closure/Follow Up.
- Assign all confirmed youth to appropriate Care Coordinators upon completion of Assessment phase.
- Monitor compliance with Case Coordination phases of the Georgia Cares Case Management System, including all processes and timelines, as well as service delivery.
- Perform ongoing case and document review, and perform audits on a routine basis. This includes reporting case audits and reviews to their supervisor and Chief Executive Officer on a routine basis.
- Prepare and update weekly, monthly, and quarterly summary of cases and other information as needed.
- Research new providers for services to DMST/CSEC youth and ensure the Community Resource Guide is updated consistently.
- Manage peer review meetings of the Case Management Program of Georgia Cares.
- Oversee the effective and ongoing usage of the agency database and ensure all documentation is entered correctly and in a timely manner.
- Maintain an up-to-date Case Census and Case Management Log for Georgia Cares cases.
- Submit weekly and monthly reports to identified community partners, to include but not limited to: the Weekly Snapshot report, Multi-Disciplinary Team (MDT) report, Run Report and monthly DFCS and DJJ reports.
- Review all Case Closure requests and provide final approval.
- Review all Residential Placement requests and submit to the Director of Programs and Strategy for final approval.
- Manage a caseload of 3-5 DMST/CSEC youth.
- Complete an Individual Care and Service Plan for each confirmed victim with Georgia Cares. Maintain monthly 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 MDTIS system within three business days of contact.
- Identify potential grant funding opportunities and complete grant proposals for the agency on a semi-annual basis.
- Assist with process evaluation and quality assurance for all clinical activities.
- Perform other projects as assigned by the CEO and Director of Programs and Strategy.

- 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 possess a master's degree in Social Work or Counseling.
- Must possess licensure in the State of Georgia or ability to be licensed within 60 days as LPC, LMSW, or LCSW.
- 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.

START DATE:

The ideal start date for this position is July 9, 2018

SALARY RANGE:

The full-time position salary range is $45,000-$50,000.

BENEFITS:

- 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 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.

TO APPLY:

To apply, please send a cover letter and resume to admin@gacares.org. The deadline for submission is June 15 by 5:00 pm.