**Case Manager - Bilingual**

(Bakhita Empowerment Initiative)

**EEO Category**

2 - Professionals

**Openings**

1 (**Visible**) ***(0 Hired, 1 Remaining)***

**Reports To**

Assistant Director of BEI (**Visible**)

**Interviewing Managers**

Vetta Johnson

**Overview**

Catholic Charities of Louisville is an apostolate of the [Archdiocese of Louisville](https://www.archlou.org/) and member of [Catholic Charities USA](https://catholiccharitiesusa.org/). We provide service for people in need, advocate for justice in social structures, and call the entire Church and other people of good will to do the same.

Catholic Charities of Louisville is the social-service arm of the [**Archdiocese of Louisville.**](https://www.archlou.org/) We provide help and create hope for the poor and vulnerable through a wide range of programs, assisting clients of all races, backgrounds and beliefs. Our service area includes 24 counties throughout Central Kentucky.

Catholic Charities of Louisville was established in 1939 and incorporated as a 501(c)(3) human service organization in 1993. It is one of over 160 [**Catholic Charities USA**](https://catholiccharitiesusa.org/) social service agencies in the United States.

Catholic Charities of Louisville has established three core values to represent us as an organization and are a gauge for how we work with each other as well as our clients and partners. They are Welcome, Strengthen and Empower.

**Job Description**

**FULL TIME EXEMPT POSITION SALARY $42,018**

**GENERAL SUMMARY:**

The Case Manager will provide services to survivors of human trafficking throughout Kentucky (based in central KY; Main Office in Lexington; frequent travel to Louisville and surrounding areas) through the Bakhita Empowerment Initiative, utilizing Catholic Charities in-house services, contracts, partner agencies, and other collaborations. She/he will also provide outreach, public awareness, training and technical assistance on human trafficking in the service area as appropriate and needed.

**ESSENTIAL DUTIES AND TASKS:**

1. Provide direct services to identified survivors of human trafficking as needed and available through Catholic Charities of Louisville
2. Provide support and assistance to contract agencies/partners for services to survivors
3. Provided training and technical assistance to community members and agencies on the issue of human trafficking and access to services for survivors of trafficking.
4. Actively seek and track donations and volunteers for the match portion of related grants per grant and program requirements, as appropriate
5. Assist with quarterly reports and other reporting per grant and program requirements
6. Participate in professional development as available and appropriate
7. Carry out all assignments designated by the Assistant Program Director, Bakhita Empowerment Initiative
8. Participate in task force and coalition meetings.

**WORKING CONDITIONS:**

This work is performed in an office setting with moderate noise due to computers, printers, and people moving about. This person will also be regularly out in the community giving presentations, working with various agencies, etc.

**EFFORT:**

* Ability to sit and stand for extended periods of time
* Ability to communicate effectively verbally and in writing
* Ability to work under pressure
* Ability to travel
* Ability to accurately examine and analyze information

**MACHINES, TOOLS, EQUIPMENT:**telephone, computer, printer, copy machine, fax machine, calculator, scanner, and shredder

**EDUCATION AND EXPERIENCE:**

* Required:  Associates degree or 60+ hours of college coursework towards a degree in Social Work, Human Services, or related field required
* Required:  Must be at least 18 years of age
* 2 years experience in victim assistance, social services, or closely related experience preferred
* Proficiency in English and Spanish is required
* 5+ years of lived experience in Latinx culture is required
* Experience with Mexican or Central American cultures preferred
* Individuals with lived experience of human trafficking encouraged to apply

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

**SPECIALIZED SKILLS AND KNOWLEDGE**:

* Must be able to communicate verbally and in writing in an effective manner
* Must be people oriented and relate to a varied ethnic population
* Must be able to stand and sit for extended periods
* Must have good vision and hearing
* Must be able to multi-task and respond quickly to trafficking case referrals
* Public speaking experience preferred
* Must be able to drive personal vehicle to various locations throughout Kentucky
* The incumbent must be able to maintain the confidentiality of any information she/he encounters.
* Bilingualism in English/Spanish is required. Bicultural also preferred.

**Screening Requirements**

Criminal Background Check

**Benefits**

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, Short Term Disability, Long Term Disability, 401K/403b Plan

**Profile Type**

All Positions

**Candidate Cover Letter Required**

Yes

**Online Resume Builder Active**

Yes

Job Specific Questions edit help

* Are you proficient in communicating in English and Spanish
* Do you have 2 years experience in victim assistance, social services, or closely related experience
* Do you have an associates degree or 60+ hours of college coursework towards a degree in Social Work, Human Services or related field
* Do you have at least 5 years of lived experience in Latina culture
* Do you have experience with Mexican or Central American cultures

Requirements edit help

**Certification Required**

No

**Required Education**

Associates degree or 2 years of college

Details edit help

**Compensation Option**

Salaried

**Minimum Salary**

$42,000.00

**Maximum Salary**

$42,000.00

**Minimum Bonus**

$0.00

**Maximum Bonus**

$0.00

**Average Hours Per Week**

35

**Eligible for Overtime**

No

**Eligible for Shift Differential**

No

**Relocation**

Is not required (**Not Visible**)

**Travel**

Is not required (**Not Visible**)

**Geographic Location**

Louisville

Kentucky

40212

United States of America

**Job Contact Information**

Vetta Johnson

2911 S. Fourth St.

Louisville

KY

40208

vjohnson@archlou.org

502-637-9786

502-637-9780

United States of America

Shifts / Categories edit help

**Work Schedule**

1st Shift (**Visible**)

**Position Type**

Full-Time

**Job Categories**

Administrative/Clerical, Community/Social Services, Non-Profit