



Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

Hotline: 815-756-5228 • Text Line: 815-393-1995 • Administration: 815-756-7930 • www.safepassagedv.org

Transitional Housing Case Manager

Safe Passage is hiring for a full time Case Manager in our Transitional Housing Program. This position requires a bachelor's degree in human services field or criminal justice field or equivalent experience. Ideal candidate will have an understanding of domestic violence, sexual assault, and victim-centered services. The ideal candidate will also have organizational abilities, good listening skills, and the ability to multi-task. Spanish speaking a plus.

Position Purpose:

The Case Manager will ensure the provision of supportive services to clients in our transitional program including but not limited to advocacy, counseling, information and referral, prevention services, and others to promote the empowerment and independence of these clients.

Examples of Responsibilities:

1. Provide individual and group services to adults that promote growth, awareness, and self-fulfillment.
2. Help clients develop life skills related to: financial literacy, resume building, housing, school, interviews, job search, self-care, and nutrition.
3. Be available to consult with and/or assist clients on individual issues.
4. Provide education on domestic violence.
5. Provide education on parenting skills.
6. Provide age appropriate activities for children and families.
7. Provide advocacy to child clients.
8. Perform apartment checks to ensure safety and property maintenance.
9. Facilitate and co-facilitate kid's support groups.
10. Help families integrate new skills into their daily lives through regular group and individual contacts and interactions.
11. Provide case management for each family.

12. Publicize and promote activities within transitional housing.
13. Participate in medical on-call.
14. Participate in case consultations regarding clients.
15. Provide advocacy for clients with other agencies in the community (e.g., DCFS, schools, local mental health centers, etc.)

Safe Passage offers a generous benefits package including:

- Medical, dental, and vision insurance (minimal cost to employees)
- Short and Long Term Disability
- Life Insurance
- 403B
- Generous PTO package

E-mail cover letter and resume to bversluys@safepassagedv.org.