



Job Title: Case Manager

Reporting to: Executive Director

Required Qualifications: This position requires a minimum of a bachelor's degree in social work, sociology/psychology, criminal justice, or related field.

Preferred Qualifications: A master's degree is preferred and experience in the domestic violence field is strongly preferred.

Summary: This position is responsible for case management of all RAVEN batterer intervention participants, group facilitation, and community education and outreach.

Essential Duties and Responsibilities:

A. Case Management of Program Participants (85-90% court-mandated):

- Conduct intake assessments and exit interviews with participants
- Connect with and/or assist participants in connecting with criminal justice authorities to secure arrest records, police narratives and court orders. This includes the various courts, probation and parole officers, and other referring agents in the criminal justice system
- Maintain regular contact with participants and facilitators about progress and compliance
- Maintain weekly attendance rosters (Excel) for batterer intervention participants
- Communicate regularly with criminal justice authorities regarding issues of attendance, compliance, progress, and participation
- Schedule and facilitate meetings (staffings) to involve referring agents, participants, and RAVEN staff to address issues of non-compliance or problems in the intervention group
- Assist participants in gaining access to needed community services
- Maintain ongoing case files, progress notes, action plans and follow-up plans
- Communicate information regarding program structure, expectations and limitations, and attendance to incoming participants, their partners, and their referring agents
- Co-facilitate at least one batterer intervention group per week, providing necessary documentation and follow-up for all participants in group(s)

B. Development

- Provide input to Executive Director regarding updates or changes to the adult program and/or batterer intervention curriculum

- Work with Executive Director to update, revise and develop adult program policies, procedures and forms
- Assist with agency fund raising and grant writing efforts when needed

C. Other Job Duties

- Provide outreach to criminal justice authorities in order to improve services provided by RAVEN, and assist in coordinating the response to domestic violence in the greater St. Louis area
- Conduct and document crisis intervention and referrals calls
- Promote awareness of RAVEN and its mission in the community
- Assist with recruitment and training of incoming volunteers, interns, and practicum students
- Participate on various committees, councils, and/or coalitions within the greater domestic violence community
- Fulfill other duties as assigned

How To Apply

Please submit a cover letter and resume along with salary requirements to info@ravenstl.org. Applications will be accepted through February 6 or until the position is filled.

About RAVEN

Founded in St. Louis in 1978, RAVEN is recognized nationally as a key part of the movement to stop the cycle of violence in our families and communities. RAVEN prides itself on providing high quality domestic violence intervention and prevention services to those at-risk to commit violence. For more information about RAVEN please visit our website at www.ravenstl.org.