EMPLOYMENT OPPORTUNITY
Queens Hidden Victims Project

For over 170 years, the Women’s Prison Association (WPA) has worked to create opportunities for change in the lives of current and formerly incarcerated women and their families. WPA provides programs through which women acquire life skills needed to end their involvement in the criminal justice system and to make positive, healthy choices for themselves and their families.

Job Title: Intensive Case Manager
Department: Queens Hidden Victims Program
Position Reports to: Deputy Director of Survivor Advocacy Services
Job titles Reporting to this Position: N/A

POSITION OVERVIEW

The Intensive Case Manager will be an integral part of the multidisciplinary team of the Queens Human Trafficking Intervention Court (QHTIC) and will be based in the Queens County Criminal Court. The Intensive Case Manager will provide individualized and collaborative case planning and support services through the WPA’s Queens Hidden Victims Project, as well as working with the QHTIC and other courts in Queens County to help individuals meet their clinical and social service needs.

RESPONSIBILITIES INCLUDE:

- Working with the judge(s), court staff and stakeholders in the Queens Human Trafficking Intervention Court (QHTIC), Queens Mental Health Recovery Court (QMHRC), and the Queens Misdemeanor Treatment Court (QMTC) to screen, identify and provide services to victims of domestic violence, sexual assault, and/or sex trafficking;
- Providing trauma-informed case management services and collaborating with clients to develop service plans and goals responsive to identified needs consistent with the objectives of the Hidden Victims Project and the demonstrated practices of the WPA;
- Providing short-term, intensive and trauma-informed case management appropriate to each client’s needs and connecting clients to other clinical and/or supportive services at WPA and/or partner providers;
- Conducting trainings with the Project Coordinator on domestic violence, sexual assault, and sex trafficking to treatment providers, other treatment courts and Queens Criminal, Family and Supreme Court;
- Developing a referral process for cases sent from other courts, including Family Court, Criminal and Supreme Court, Domestic Violence Court, and Integrated Domestic
Violence Court, and providing a separate protocol for the handling of Family Court cases in conjunction with Family Court Staff;

- Working with judges and attorneys to identify appropriate referrals and alternatives to incarceration for justice-involved individuals who may be trafficked or are at risk of being trafficked;
- Maintaining client files containing all essential client materials including (but not limited to), copies of client identification, intake, progress notes, substance use treatment records, medical/mental health records, etc.;
- Providing regular feedback to the Queens Human Trafficking Intervention Court staff in weekly supervision and staff meetings;
- Fulfilling other duties that are reflective of the mission of the Hidden Victims Project.

QUALIFICATIONS

- Bachelor’s Degree from an accredited college or university in the field of mental health counseling, forensic psychology, psychology, sociology or behavioral science
- Minimum of two (2) years relevant experience working with populations involved with substance use and/or mental health disorders, commercial sexual exploitation, labor/sex trafficking, domestic violence and/or sexual assault
- Knowledge of trauma-responsive care
- Skilled in providing collaborative case management and identifying resources
- Strong assessment and engagement skills
- Excellent written and verbal skills
- Bilingual skills preferred

If you are interested in applying for this position, please email your resume, cover letter, and salary requirements to dguity@wpaonline.org. You must include “Hidden Victims Project – Intensive Case Manager” in the subject line of your email.

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