



Bilingual Case Manager

Chicago/Remote

About CAASE

Mission and Vision

CAASE envisions a community free from all forms of sexual exploitation, including sexual assault and the commercial sex trade. CAASE addresses the culture, institutions, and individuals that perpetrate, profit from, or support sexual exploitation. Our work includes prevention, policy reform, community engagement, and legal services.

About the Opportunity

Job Function

CAASE is hiring a full-time Bilingual Case Manager. This position will work under the supervision of the Managing Paralegal as part of CAASE's Legal Department. Their duties will include direct services to survivors of sexual assault and exploitation, as well as information and referrals.

Responsibilities

Working closely with the Legal Director and Managing Paralegal to support CAASE's direct legal representation of survivors of sexual assault and exploitation, primarily through the following duties:

- Provide direct services to clients, including crisis intervention, safety planning, and case management;
- Accompany clients to court and to law enforcement or prosecutor interviews in conjunction with CAASE attorneys;
- Assist clients with applications for financial assistance;
- Assess and refer clients for public benefits enrollment assistance;

- Provide information and referrals to clients about other community resources available to survivors of sexual harm, including childcare or dependent care assistance, transportation assistance, relocation assistance, and housing;
- Assist with completing Crime Victim Compensation applications;
- Coordinate client services with CAASE attorneys and external agencies;
- Assist with conducting intake interviews as needed;
- Translate and interpret as needed;
- Maintain and provide client statistical information;
- Maintain organized and detailed case files and client database.

Status: Full-time, exempt.

Reports to: Managing Paralegal

This position is primarily remote, but there may be occasional travel within Chicagoland.

Education and Experience

Bachelor's degree preferred, MSW preferred. Applicable experience may be considered as a sufficient substitute for formal education.

Required Knowledge, Skills, and Abilities

- Bilingual in Spanish/English required
- Knowledge of or experience with working with survivors of gender-based violence
- Familiarity with principles of trauma-informed care and willingness to complete additional training
- Sensitive listener with ability to explain complex concepts
- Ability to communicate effectively with people in crisis
- Strong self-motivation and ability to manage multiple tasks
- Basic computer and office skills, including proficiency with Microsoft Word and Excel
- Excellent communication and time management skills
- Demonstrated commitment to working against all forms of violence against girls and women and on behalf of all victims of sexual assault and exploitation, regardless of sex, gender identity, race, ethnicity, or economic circumstances. Demonstrated commitment to feminist principles of identifying and opposing all forms and manifestations of inequality.

Salary and Benefits

The starting annual salary for this position is \$50,000 - \$60,000 depending on experience. CAASE strives to provide a comprehensive and equitable benefits package, including health and dental coverage with employer contributions to premiums, optional vision coverage, and employer paid life insurance.

CAASE offers a robust 401k plan with a 2.5% employer contribution regardless of employee elections. CAASE offers remote work stipends to partially cover phone and internet expenses for those to whom it applies. CAASE also has generous paid time off, including regular vacation time, flexible sick time which can be used for mental health, preventative health and family wellness, regular paid holidays (including floating holidays,) and long term paid medical and parental leave.

Values

Social and institutional systems do not adequately serve survivors of sexual violation. Sexual violation disproportionately harms people from marginalized communities, including girls and women, people of color, LGBTQ people, people with disabilities, people living in poverty, and immigrants and people without documentation. To best support survivors, CAASE confronts the inequities that fuel or intersect with sexual harm. Our dedication to this work is reflected in our values.

Dignity | We respect the inherent humanity of all people and strive to expand opportunities for personal autonomy.

Accountability | We answer to survivors and collaborate with allies as we seek to hold those responsible for harm accountable.

Progress | We create individual, institutional and cultural change by using innovative approaches to ending sexual harm.

Equity | We commit to building a world where every person, with consideration for their intersecting identities and unique circumstances, has the same access to opportunity and power.

CAASE does not discriminate against job applicants or employees on the basis of actual or perceived race, color, ethnicity, sex (including sexual orientation, gender, gender identity, gender expression, gender stereotyping, pregnancy and childbirth status) religion, national origin, age (40 and over), mental or physical disability, neurotype, marital status, genetic predisposition or carrier status, military status, veteran status, arrest record, status as a victim of domestic violence, status as being under an order of protection, lack of a permanent mailing address or using the mailing address of a shelter or social service provider, or any other characteristic protected by applicable law. CAASE supports a person's full access to reproductive health information and services.

Application Instructions

Please submit a resume and substantive cover letter to hr@caase.org. No phone calls, please. If you need any assistance or accommodation during the application process, please contact hr@caase.org.