



**JOB ANNOUNCEMENT
SURVIVOR ADVOCATE (CASE MGR) AND DATA COORDINATOR
Bi/Multilingual (Full-Time Hourly)
Position Available Immediately
Location: Los Angeles (Ktown) & some local travel
Posted: April 2, 2018**

The Program for Torture Victims (PTV) assists the courageous survivors of state-sponsored torture and persecution who have stood up for freedom, equality and human dignity. Since 1980, PTV has helped new U.S. refugees, seeking asylum from over 70 countries, heal their physical and psychological wounds and start a second life here in California.

PTV has a unique opportunity for a passionate, bilingual/multilingual case manager with experience working with immigrant survivors of trauma or abuse. The Survivor Advocate (Case Mgr) and Data Coordinator will spend about 60% of the time providing critical social services that are trauma-informed and culturally relevant and prioritizing safety planning, risk assessments and coordinating of care with PTV staff and community providers to support Survivors of Torture (SOT) in restoring safety, wellness, self-sufficiency and leadership. The position is also responsible for the agency's client database system and will devote 40% of the work week ensuring staff training and data input, database management and for preparing and writing reports for Directors and funding partners.

The successful candidate will have the following qualifications or attributes:

- A minimum 2 years of Case Management experience or commensurate experience in social services, or client advocacy. Working with a Trauma-informed case management and counseling model a plus. Experience working with LGBTQ communities, new immigrants and non-English speakers a plus.
- **Fluency in English and at least one other language required.** Highest need for Spanish, Arabic, Bangla, Armenian, French, Farsi, Russian, Mandarin and Vietnamese.
- A self-motivated, compassionate, supportive, welcoming and socially conscious disposition and a good team player.
- Ability to adhere to a survivor-centered, holistic and multidisciplinary approach to case management and counseling services.
- Current working knowledge of community resources available to assist clients with mental health, housing, health insurance, nutrition, employment training and other psycho-social needs.
- Aptitude and interest in data collection, analysis, data entry and working with an electronic client database such as Apricot or similar software.
- Ability to work with Directors to produce data sets and author program update narratives as required for grants and reports
- Comfortability doing community outreach, training and education desirable
- Ability to think creatively, be resourceful and utilize ingenuity to solve problems within the confines of a limited budget and sparse community based supports.
- Excellent verbal and written communication skills.

Salary is competitive among nonprofits and dependent on education and experience.

Applications must include a cover letter describing your interest in the position AND specific qualifications that match the above requirements, résumé, salary expectations, and three professional references.

No phone calls please. Email complete packet in PDF or Word format to: jobs@ptvla.org

In an effort to bring greater diversity and cultural capacity to our workforce, PTV encourages people of color, LGBT individuals, and pan-cultural or multi-lingual candidates to apply. PTV does not discriminate on the basis of national origin, sex, religion, age, disability, sexual orientation, gender identity or veteran status.