



The Cayman Islands Crisis Centre invites qualified candidates to apply for the position of:

**CASE COORDINATOR (Full-time)**

To provide advocacy and support to abused women who reside at the 24-Hour Emergency Shelter facility.

To accomplish clients' care by assessing treatment needs, developing, monitoring, and evaluating treatment plans and progress as well as providing counseling to victims of domestic violence and sexual assault. Desired working hours are Monday – Friday from 3:00 PM – 11:00 PM however, due to 24/7 operations, this position requires flexibility

**Primary Responsibilities Include:**

- Admits new clients, conducts orientations
- Determines clients' requirements by completing intake interviews
- Determines need for therapeutic and psycho-social evaluations, reviews treatment objectives
- Establishes treatment programmes by setting schedules, coordinating provided services and resources
- Monitors cases by observing and evaluating treatments and responses
- Advocates for needed services, obtains additional resources; intervenes in crises
- Conducts and facilitates individual and support group meetings
- Ensures all agency policies and procedures are implemented
- Provides coaching and intervention to resolve conflict
- Prepares clients' discharge by reviewing and amplifying discharge plans
- Answers to Crisis Hotline calls

**Qualifications:**

- Degree in Psychology, Counseling, Social Work, or related field (Master's Degree preferred)
- In-depth knowledge of case management principals, domestic violence, and sexual assault
- Crisis intervention and counseling skills
- Experience working with victims of domestic violence and sexual assault
- Ability to work in a stressful environment; time-management and organizational skills
- Excellent oral and written skills; communication skills and resolving conflict skills
- Ability to work effectively in a team environment as well as on own initiative

**Compensation:** Salary CI\$15-CI\$18.00 p/hour commensurate on experience, plus statutory benefits.

**We encourage qualified candidates to apply by sending a cover letter, resume and two professional references via email to: [ania.milanowska@cicc.ky](mailto:ania.milanowska@cicc.ky) Deadline for receipt of resumes is 21<sup>st</sup> of August 2020. Because of the nature of our business, only female candidates should apply. We thank all for applying, however only shortlisted candidates will be contacted.**