



431 E. Belvedere Ave., Baltimore, MD 21212, tel:410.464.9006, fax:410.464.9010, email:info@astt.org, website:astt.org

Job Description

Position: Case Manager, 40 hrs/week

Location: Washington, D.C. and Wheaton, MD.
Orientation, training and staff meetings are held in Baltimore, MD

Summary:

The case manager assists in carrying out the agency's mission of providing comprehensive services to survivors through direct services and an extensive referral network. The direct services provided by the case manager include completing resource assessments and wellness plans; providing supportive counseling, individual advocacy and linkage to community resources; making referrals to legal services, health care agencies, food and clothing programs, refugee resettlement agencies, and other social services.

The case manager meets regularly for supervision and works closely with ASTT mental health clinicians and the Center Coordinator. Staff meetings are held weekly and staff seminars, which include case presentations and discussing relevant articles, are held every other week. In addition, the staff meets quarterly for strategic planning meetings.

Responsibilities:

- Work as part of an interdisciplinary staff in serving the psychosocial needs of survivors of torture and trauma
- Manage a caseload of individuals as assigned by the Director of Social Work
- Complete resource assessments and wellness plans for each individual and help them to achieve their personal wellness goals.
- Maintain accurate notes and records in the ASTT individual charts, monthly reporting forms, and client database.
- Assist in building a resource database to keep track of current agencies and services in the ASTT referral network

Required:

- Three years of experience in direct service with marginalized populations with at least one year of case management experience with refugees
- Bachelor degree or equivalent in social work, human services or related field
- Demonstrated ability to work with people from other cultures
- Basic knowledge of the refugee resettlement process, asylum process, and issues related to asylees and refugees.
- Knowledge of French or Amharic language preferred

To apply: e-mail resume, cover letter and 3 references to Rachel Avery at ravery@astt.org until position is filled.

Please put in the subject line: **"DC CASE MANAGER POSITION"**

For more information about ASTT please visit our website: www.astt.org