



Case Monitoring Specialist **Department of Migration & Refugee Services**

Position Description:

This position is primarily responsible for ensuring that a high quality of case management services are available and provided to victims of human trafficking through a network of local services providers. As part of a team, the position acts as a national liaison between the service providers and other involved entities such as law enforcement, government entities and lawyers, as appropriate; provides training and technical assistance to the network; monitors individual client progress; and assists with subcontractor reviews.

This position also supports the bishops' strategic plan for the Conference, and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: BA required; graduate degree preferred

Major Field/Specialty: Social Work or other related fields

Language Requirement (if any): Excellent written and verbal English language skills required. Foreign language helpful (Spanish, Russian, French, Tagalog, Thai, Korean).

Other Specialized Training:

- Knowledge of issues involved in human trafficking, immigration, mental health
- Knowledge of federal, state, and local law enforcement systems and public welfare systems
- Computer: standard PC software applications; knowledge of data base management
- Excellent oral and written communication skills
- Knowledge and understanding of Catholic Church structure and teachings
- Knowledge of structure of Catholic and non-Catholic social services networks

Type and Nature of Professional Experience (*Minimum 2 to 3 years*):

- Program administration
- Anti-trafficking or related program experience (e.g. domestic violence, refugee resettlement, crime victims, immigration, mental health)
- Developing organizational systems and procedures
- Working independently and with a team
- Delivery of technical assistance and designing training curriculum