



*Gracehaven is on a mission to eradicate sex trafficking in Northeast Ohio and provide rehabilitative, trauma-informed care to survivors! For more information about Gracehaven in Columbus, Ohio, please visit [www.gracehaven.me](http://www.gracehaven.me). This position will reside in Cleveland, Ohio as an expansion of Gracehaven Columbus to Cuyahoga and Summit County.*

**JOB TITLE: Gracehaven Director of Community Case Management – Greater Cleveland**

**REQUIREMENTS:** LSW with minimum three years of experience with trauma informed care in an urban environment. Mature Christian faith with strong desire to communicate the love of Jesus Christ.

*To apply for this position, please submit cover letter and resume of experience.*

**GOAL:** *To provide trauma-informed case management services to survivors of child sexual exploitation and trafficking and to represent Gracehaven in the greater Cleveland area by managing and building relationships with all program partners.*

**KEY OBJECTIVES**

- Responsible to Provide Trauma-Informed, Strengths- based Case Management
- Responsible to Provide Prevention and Intervention Education
- Responsible to Communicate and Maintain Good Working Relationships with Custodians and Agencies working with Youth.
- Responsible to Keep Accurate and Up to date Records and Data
- Responsible to build and maintain relationships with Cleveland area Service Providers and Organizations
- Responsible to Participate in Staff and Supervisory Meetings
- Responsible to Connect Client with Mentor, Parent Mentors and Tutors
- Lead and Direct Activities of the Gracehaven Community Support Team and Volunteers
- Identify opportunities and Lead Gracehaven Information Events and Fundraisers

**SPECIFIC DUTIES**

*Responsibilities include, but are not limited to, the following:*

Provide Trauma-Informed, Strengths-Based Case Management

- Responsible to Build a Trauma-informed, Trust-based relationship with Client
- Link client to services based on clients goals and needs
- Help Secure a Stable Environment for Client to Grow
- Use Stability Assessment with new clients and work move client to a more stable place
- Develop Individualized Service Plan to meet client needs
- Use a Holistic Approach in serving Client's needs.

Provide Prevention and Intervention Education

- Responsible to Provide Trainings in DMST and Trauma Informed care
- Assist in Public Speaking and lead training to social service providers and youth at DMST
- Deliver DMST and other Evidence-base Material with client and other community members

### Keep Accurate and Up to date Records and Data

- Ensure client records, case notes and program documentation are up to date and according to standard.
- Responsible to Create and Implement Treatment Plans and Discharge Summaries
- Receive and Review referrals for new clients
- Review mileage logs and reimbursements for accountability and good stewardship
- Make sure all data reports are up to date and timely.
- Report monthly data in accordance with grant requirements and Gracehaven Data requirements

### Participate in Staff and Supervisory Meetings, Lead Events and Fundraisers

- Participate in Gracehaven & YFC quarterly all-staff trainings and retreats.
- Attend periodic Trauma informed Trainings and all YFC Staff Meetings
- Identify opportunities and assist in all Gracehaven fundraising events
- Meet in person at minimum bi-weekly with supervision

### Connect Client with Mentor, Parent Mentor and Tutor

- Partnering with COYFC Mentoring by referring Client for a Mentor, Parent Mentor and Tutor
- Communicate the benefits of Mentoring to Client
- Coordinate Training for Mentors, Parent Mentors and Tutors
- Help connect Youth and Mentor Match
- Keep up to date Records and Good Communication with YFC Mentor Coach

### Manage Gracehaven Community Support Team and Volunteers

- Identify Gracehaven Community Support Team members on an on-going basis
- Plan meeting and agenda every other month to meet Gracehaven objectives
- Coordinate all activities of Gracehaven Community Support Team to meet CST Criteria
- Maintain and update CST Job Descriptions
- Follow-up with potential volunteers, help volunteers through orientation process, deploy Gracehaven volunteers based on strengths and passion.

### ***Gracehaven Code of Ethics:***

Because the overriding purpose and mission of Youth for Christ, USA/Gracehaven is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard, to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.

As an employee of Youth for Christ and a minister of the Gospel, YFC expects all employees to:

- Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.
- Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC.
- With consent, regularly share the gospel message with students who come into contact with YFC ministries.