



3039 E. 91<sup>st</sup> Street– Chicago, Illinois, 60617 – 773-734-9181

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## **POSITION DESCRIPTION**

**Job Title:** CP4P Case Management & Victim Advocate Supervisor

**Reports to:** Program Manager, CP4P

**Department:** CP4P

**Classification:** Full-time

**FLSA:** Non-Exempt

**Date:** September 2024

### **ORGANIZATION SUMMARY**

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life.

### **PROGRAM SUMMARY**

Communities Partnering 4 Peace (CP4P) is a citywide collaborative of community-based agencies across Chicago working together to reduce rates of community violence. CP4P agencies and their partners are located in the neighborhoods with the highest rates of violence, and are committed to hyper-local programming, restorative justice practices, trauma-informed approaches, and principles of nonviolence. This position operates as a part of a Neighborhood Safety Team that includes other outreach workers, case managers, and community engagement/safe spaces staff.

### **POSITION SUMMARY**

The CP4P Case Management & Victim Advocate Supervisor will oversee the activities and performance of a team of Case Managers and Victim Advocates within the CP4P program. This role is integral in ensuring that the team provides comprehensive support to individuals and families affected by street violence, including case management, crisis intervention, advocacy, and linkage to additional resources. The Supervisor will work closely with the Program Manager to ensure program goals are met and services are delivered effectively and compassionately.

### **RESPONSIBILITIES**

- Supervise and mentor a team of Case Managers and Victim Advocates, ensuring they meet program goals and adhere to best practices in case management and advocacy.
- Provide regular feedback and performance evaluations to team members.
- Conduct team meetings and individual supervision sessions to review caseloads, discuss challenges, and strategize effective interventions.

- Coordinate the delivery of services across the team, ensuring that all participants receive timely and appropriate support.
- Facilitate interdisciplinary collaboration between outreach workers, case managers, and community engagement staff.
- Oversee the development and implementation of safety plans and long-term well-being strategies for victims of violence.
- Monitor and review case documentation, ensuring accuracy, completeness, and compliance with program standards.
- Support Case Managers and Victim Advocates in complex or high-risk cases, providing guidance on crisis intervention and advocacy.
- Ensure that team members are utilizing trauma-informed and restorative justice approaches in their work.
- Establish and maintain relationships with partner organizations to facilitate referrals and resource linkages.
- Represent the CP4P program in external meetings and community forums, advocating for participant needs and program goals.
- Ensure staff are accurately collecting and analyzing program data for reporting purposes.
- Ensure timely and accurate entry of case notes, assessments, and other participant information into the program's data management system.

## **PERFORMANCE MEASURES**

- Ensure accurate and timely reporting, completeness of case documentation in accordance with program standards.
- Develop and maintain relationships with internal and external resources with the intent to advocate for program needs and goals.
- Manage and guide staff to meet program goals.

## **QUALIFICATIONS**

- Bachelor's degree in social work, Public Health, Criminal Justice preferred or combination of education and related experience.
- Minimum of 3 to 5 years of experience in violence prevention, trauma-informed care, or a related field; knowledge of CP4P philosophy and practices and understanding of community violence intervention (CVI) work.
- Strong leadership and management skills, with the ability to motivate and guide a diverse team; proven experience in managing multidisciplinary teams and overseeing community-based outreach programs.
- Familiarity with challenges faced by survivors of violent trauma.
- Excellent communication and interpersonal skills, with a commitment to building trusting relationships with survivors and community partners.
- Ability to handle high-stress situations with sensitivity and professionalism.
- Proficiency in data management and reporting, with attention to detail and accuracy.

**COMPENSATION**

- Annual salary \$54,000 - \$57,000 commensurate with experience
- Includes medical, dental, vision, vacation, and other benefits.

**TO APPLY:**

Submit cover letter and resume to: [careers@claretianassociates.org](mailto:careers@claretianassociates.org)