



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: GVI CASE MANAGER

Department: Police (Group Violence Intervention)	Status: Full-Time
Annual Salary: \$45,400	Available Positions: 2
Application Process: Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also submit an application at: www.cityofpinebluff-ar.gov/human-resources	
CLOSING DATE: Until Filled	
Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Case Manager provides day-to-day social services coordination and management support to the Group Violence Intervention Program (GVI) and will work with partner agencies, social service providers, and community groups to create a unique support structure tailored to each group member who is the focus of GVI. The Case Manager identifies social service resources and identifies gaps in needed services and assistance, meets with local social service providers to brief them on GVI, establishes processes to prioritize group members for support services, and builds trusting relationships in order to create buy-in for social services. The Case Manager also provides a single point of contact for the participants who self-select social services, conducts individualized intake assessments and plans, and minimizes client interactions with multiple agencies by prioritizing clients. The Case Manager follows up regularly with group members, tracks the process of each group member, and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Four-year college degree in a related field, three years of related experience and/or training, and three years of related management training. Must have case management and service delivery experience (with a minimum of three years preferred); experience working with justice-involved populations, demonstrated knowledge of challenges facing justice-involved populations, and knowledge of experience working with Pine Bluff communities. Must have the ability to be accessible during both traditional and non-traditional work hours (nights and weekends)

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.