

Posting Information

Position Title: Online Case Manager **Position Type:** Full Time Employment
Position Location: Utah County, UT **Position Pay:** \$30,000-\$35,000 DOE (S6)
Hiring Manager: Starr Hall |hr@youniquefoundation.org | 801.341.2975

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents through healing retreats, survivor communities, and online resources.

We empower parents to protect their children from sexual abuse through education and online resources.

We bring the epidemic of abuse into the light through public dialogue and social awareness.

Qualifications

We are seeking an Online Case Manager who has excellent online skills and can positively interact with post retreat participants to further encourage their personal growth and healing by: 1) Providing online case management support services for clients. 2) Providing online educational training for clients, and 4) Monitoring client's needs, concerns, and progress.

Educational/Professional Requirements

- A bachelor's degree or equivalent work experience

Experience Requirements

- 3 years in human service role or equivalent
- 3 years in an education or public speaking role
- Online educator experience as well as using a learning management system is a plus
- Non-profit and/or healthcare experience is a plus

Skills Requirements

- Computer literacy, must type 40 WPM
- Excellent facilitation and classroom management skills
- Excellent written and verbal communication skills, ability to establish rapport with clients
- Ability to adapt with growth and change
- Spanish speaker is a plus

Responsibilities

- Provide online support for post retreat clients, such as teaching webinars, email and chat support.
- Help brainstorm, create, implement, and maintain the online program.
- Maintain current and active knowledge in areas of instruction.
- Show flexibility in work schedule to provide support.
- Develop online course material.
- Ensure online education adheres to industry best practices.
- Facilitate a safe online environment for healing.
- Identify crisis situations and seek appropriate help.
- Coordinate with retreat case managers, therapists, and staff when necessary.