

## Position Opening – Case Management Services Manager

**Full-time, Exempt**

**Pay: \$50-56K/year based on qualifications + benefits\***

**\*Benefit package includes:**

- Generous PTO accrual  
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance
- Short-term & Long-term Disability plans
- Employee Assistance Program  
(provides free legal, financial & work-life services)
- 401(k) plan (DAIS contributes up to 3% of wages)
- Investments in Professional Development & Training
- Flexible work environment based on job duties  
including blended/hybrid remote work options

Are you the energetic and passionate leader we are looking for to provide support, leadership and supervision to our Case Management Team serving victims of domestic abuse. As the Case Management Services Manager, you would ensure that effective and responsive case management services are available and provided to our clients in a manner that holistically supports their needs. You would continue to develop and implement programming that supports individual client needs and goals while collaborating across departments within our organization. Additionally, you would provide direct services to clients.

### About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

### Primary Duties:

- Provide supervision for Case Management staff and foster a productive work environment
- Provide direction and support to program staff on client and program related issues
- Oversee and engage in direct service and support for clients
- Cultivate and model a trauma-informed delivery of services that is rooted in empowerment advocacy
- Ensure appropriate data collection and entry for reporting purposes

### Qualifications:

There's no such thing as a perfect candidate. *You don't need 100% of the preferred qualifications to add incredible value to our team.* Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

### Required:

- 4 years of experience managing program resources, supervising staff, mentoring or coaching for success and support to direct service staff, volunteers and/or student interns
- Excellent organizational, written and verbal communication and computer skills
- Proven track record in program management
- Possess a valid driver's license, proof of vehicle insurance, and have access to a vehicle during work hours

### Preferred:

- A four-year college degree in social work, human services, or related field is preferred though relevant work experience may be considered in lieu of a degree
- Knowledge of domestic violence and related issues
- Experience working with trauma survivors
- Knowledge of community resources in Dane County

### How to apply:

- **Submit the following 3 things:**
  - ✓ Cover letter – tell us a little about yourself
  - ✓ Resume – tell us what you've done in the past
  - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
  - Via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org)
  - Via our website: <https://abuseintervention.org/jobs/>
  - Via fax or US Mail (address & fax number available on website)