



## BALTIMORE POLICE DEPARTMENT

### Grant Services Specialist – Special Investigation Sections (One-year grant funded)

The Baltimore Police Department (BPD) is seeking two (2) temporary Case Managers to work in the Special Investigation Sections (SIS), Human Trafficking and Sexual Assault.

#### **Human Trafficking**

The Human Trafficking Case Manager will collate internal information for the BPD Units responsible for investigating cases related to trafficking (e.g. Special Investigations and Vice). In this capacity this position will serve as the point of contact for the Trafficking Collaboration Partners, coordinating communication with trafficking victims and providing information on services and service providers.

#### **Sexual Assault**

The Sexual Assault Case Manager will collate internal information for the BPD Units responsible for investigating cases related to sexual assault (e.g. Special Investigations and Child Abuse). In this capacity this position will serve as the point of contact for the Baltimore Sexual Assault Response Team (SART) Partners, coordinating communication with assault victims and provide information on services and service providers.

The successful candidates should possess the following:

- Bachelor's Degree in a related social/human services field and three (3) years of experience coordinating, monitoring and processing related cases.
- Skills in conducting and processing multiple case assignments simultaneously and coordinating responses from multiple public and private agencies, institutions and community resource organizations.
- Self-motivated with the ability to maintain confidential, accurate and detailed client case information and records.
- Ability to deal with emergency or crisis situations with calm and tact.
- Ability to establish and maintain effective relationships with individuals of varied backgrounds.
- Knowledge of the functions, resources and services of public and private community, social service and health agencies.
- Strong communication, attention to detail, interpersonal, organizational and follow up skills a must.
- Ability to operate and utilize standard business equipment and software programs.
- Excellent listening and communications skills.
- Proactive with strong initiative and the ability to work independently to meet deadlines with minimal supervision.

Qualified applicants must submit a cover letter, indicating the position of interest, along with a resume to Cheryl Quomony, Special Investigation Section, [Cheryl.Quomony@BaltimorePolice.org](mailto:Cheryl.Quomony@BaltimorePolice.org).

***This is a non-civil service one-year grant funded position. Future funding for this position is not guaranteed.*** This position offers a salary of \$47,000 with benefits. Position will remain posted until filled.

This is not a sworn position. While we are appreciative of all applicants, only candidates selected for interviews will be contacted. Individuals under final consideration for appointment to this position will be required to submit to a drug and alcohol screening and comprehensive background investigation.

BPD is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, protected veteran status or any other legally protected status.

**This is a Grant Funded Temporary Position**