



**Asian/Pacific Islander Domestic Violence Resource Project  
Bilingual Case Manager (Full-time, 35 hours a week)**

*Since 1995, The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. It is an organization that was founded by survivors and continues to be survivor-led and driven. Asian/Pacific Islander Domestic Violence Resource Project (A/PI DVRP) supports and mobilizes Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence.*

The Bilingual Case Manager is a full-time (35 hours per week), exempt position in DVRP's Survivor Services Program. We are seeking a candidate with experience working in and within the Asian/Pacific Islander community. The position holder works closely with domestic violence and sexual assault survivors, providing direct case management services. Although this position will mostly be during the weekday hours of 9am — 5:00pm, it may require work on weekends and evenings. The applicant must be authorized to work in the United States. This position reports to the Survivor Services Program Director.

**\*DVRP currently operates on a hybrid mode of working: Working from office space for 2 days a week in our office in Washington, DC and remotely for 3 days a week.**

**Primary Responsibilities (80%):**

- Ensure A/PI survivors of abuse receive trauma-informed, culturally and linguistically appropriate case management
- Provide direct services to clients, including crisis intervention, safety planning, assistance with applying for a protection order, referrals to social/legal services and court accompaniment to individual A/PI survivors of domestic violence
- Conduct intakes for survivors of domestic and sexual violence
- Manage hotline calls and complete necessary documentation including intakes and follow-up plans
- Work with clients to develop and maintain relevant and meaningful case plans, safety planning and referrals
- Provide concrete case management and access to in-house and external resources
- Maintain the confidentiality of all survivors and DVRP organizational information
- Accurately and effectively provide interpretation and/or translation assistance for survivors
- Facilitate support groups as needed
- Build and maintain relationships with A/PI agencies in the DMV area
- Conduct client evaluations

**Other related duties: (20%)**

- Submit case notes and communicate with staff in a timely manner
- Participate in trainings to increase knowledge about DV/SA

- Raise awareness about domestic violence within local A/PI communities
- Other related duties, as assigned by Program Manager or Executive Director

**Requirements:**

- Applicant must be authorized to work in the United States
- Fluency (speaking, reading, and writing) in English and an A/PI language.
- At least 2 years of previous case management experience working directly with survivors of domestic violence, sexual assault or trauma, highly preferred
- Bachelor’s degree in a social services area
- Must have extensive knowledge of health care systems, resources and services available in the DC metropolitan area (including Virginia and Maryland)
- Experience in partnership building with DV/SA serving agencies in the DMV region
- Have knowledge of anti-racism, anti-oppression analysis and use a trauma informed lens in direct service work
- Commitment to ending a culture of violence
- Ability to work with survivors in crisis situations
- Ability to work independently as well as in a team
- Excellent written and verbal communication skills
- Take initiative and is open to continuous learning
- Able to work from home/remotely and familiarity with usage of e-tools

**Compensation:**

The salary range for this position is from \$51,000- \$54,000 per year based on a 35-hour work week.

**Benefits:**

DVRP recognizes and support healthy work-life balance policies, including operating on a 35-hour workweek, and offers a generous benefits package, including 20 days of paid vacation, 10 days of sick leave, 4 paid R&R leave, 11 paid Federal holidays and end of the year office closing days from Christmas to New Years Day. Additionally, the office is closed for staff rest and recuperation for a week in August. Staff also have access to \$500 wellness funds/fiscal year.

Employees are eligible to sign up for Medical and Dental Insurance & Retirement Plan effective on Hire Date and Employer matched 401(k) plan (4% match rate). Employees have access to Professional Development, employer-paid health (up to \$650 premium coverage per month) & full dental premium coverage insurance.

**Application Process:**

Please email your resume, cover letter, and a list of 3 references to [hr@dvrp.org](mailto:hr@dvrp.org) with the title “Bilingual Case Manager Application” by 5pm on October 25<sup>th</sup>, 2023. We will be reviewing applications on a rolling basis. Incomplete applications will not be reviewed. No phone calls please!

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.