



Asian/Pacific Islander Domestic Violence Resource Project Bilingual Case Manager

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. Our mission is to address, prevent and end domestic violence and sexual assault in Asian/Pacific Islander communities while empowering survivors to rebuild their lives after abuse.

The Bilingual Case Manager is a full-time (35 hours per week), non-exempt position in DVRP's Survivor Services Program. In this specific position, we are seeking a candidate that has experience working in and with the Asian/ Pacific Islander community. The Case Manager works closely with domestic violence and sexual assault survivors, providing direct case management services. This position reports to the Survivor Services Program Manager. This position will require the case manager to work in a hybrid model of working from the office as needed and working remotely.

Primary Responsibilities:

Case Management (70%)

- Ensure A/PI survivors of abuse receive culturally and linguistically appropriate direct services
- Provide ongoing 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 and respond to calls from survivors or bystanders on DVRP's hotline
- Accurately and effectively provide interpretation and/or translation assistance for survivors
- Collaborate with other domestic violence organizations for resources and case management for survivors
- Maintain the confidentiality of all survivors and DVRP organizational information.
- Raise awareness about domestic violence within local A/PI communities and assist in outreach events as needed
- Attend trainings and presentations on domestic violence, sexual violence, bias training, and cultural humility
- Document notes for the services and resources provided for efficient case reporting
- Respond to hotline calls regarding requests for information, resources, and referrals for survivors and service providers and maintain hotline database
- Ensure A/PI survivors of abuse receive culturally and linguistically appropriate direct services

Other related duties: (30%)

- Raise awareness about domestic violence and sexual assault in Asian/Pacific Islander (A/PI) communities through community outreach in DC

- Foster new partnerships with A/PI community leaders, organizations, and faith-based institutions to increase their knowledge of domestic violence and sexual assault resources and how to appropriately refer survivors in their community;
- Coordinate translation and distribution of outreach materials such as brochures, fact sheets, tool-kits, etc.
- Submit forms and communicate with staff in a timely manner
- Other related duties, as assigned by Program Director or Executive Director

Requirements:

- Fluency (speaking, reading, and writing) in English and one Asian/Pacific Islander language
- Bachelor's Degree in social service-related field (Social work, psychology, counseling, etc.)
- Understanding of trauma and how it impacts survivors and families;
- At least 2 years of previous case management experience working directly with survivors of domestic violence, sexual assault or trauma
- Extensive knowledge of health care systems, resources and services available in the DC metropolitan area, highly preferred
- Valid driver's license access to insured and registered vehicle and willingness to use vehicle to accompany clients to appointments
- Ability to work with survivors and/or children 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
- Commitment to ending a culture of violence

Compensation:

The salary range is **\$48,000-52,000** based on a 35-hour work week and will be based on experience and qualifications. This is a full-time position with benefits including 20 vacation days and 10 sick leave days.

Application Process:

Please email resume, cover letter, a 2-page writing sample and at least 3 references to the hiring committee with the title "Bilingual Case Manager" at hr@dvrp.org by November 11th, 2022. We will be responding to applications on a rolling basis and will not respond to phone inquiries. Incomplete applications will not be reviewed.

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.