

Asian/Pacific Islander Domestic Violence Resource Project Case Manager

The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) is looking for a proactive, creative, and compassionate individual determined to end gender-based violence. The Case Manager is a full-time, non-exempt position in DVRP's Survivor Services Program and is contingent on grant funding. The Case Manager works closely with survivors of domestic violence and sexual assault, providing direct case management services. Although this position will mostly be during the weekday hours of 10:00am - 6:00pm, it may require sporadic work on weekends and evenings. This position reports to the Executive Director.

Primary Responsibilities:

- Ensure Asian/Pacific Islander (A/PI) survivors of gender-based violence receive culturally and linguistically appropriate direct services (90%)
 - Provide direct services to clients, including crisis intervention, safety planning, assistance with applying for a protection order at the courthouse (or relevant agency), referrals to social/legal services and court accompaniment
 - Conduct in-person intakes for survivors of domestic and sexual violence
 - Respond to calls, provide assistance, resources and information to survivors, bystanders and/or service providers on DVRP's hotline
 - Prepare Survivor Empowerment Group curricula and logistics and assist in facilitating in-person survivor groups
 - Maintain the confidentiality of all survivors and DVRP organizational information
 - Accurately and effectively provide interpretation and/or translation assistance for survivors
- Other related duties: (10%)
 - Submit forms, attend necessary meetings, and communicate with staff in a timely manner
 - Raise awareness about domestic violence and sexual assault within local A/PI communities
 - Other related duties, as assigned by the Executive Director

Requirements:

- Fluency (speaking, reading, and writing) in English and either Urdu or Hindi; additional South Asian and/or Middle Eastern languages a plus
- Familiarity, experience and ability to work with the Muslim community (including survivors, advocates and community members)
- At least 2 years of previous case management experience working directly with survivors of domestic violence, sexual assault or trauma, highly preferred
- Valid driver's license, access to insured and registered vehicle and willingness to use vehicle to accompany clients to appointments
- 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
- Ability to take initiative and openness to continuous learning

Compensation:

Compensation will be based on experience and qualifications, \$36,000-\$38,000 with some benefits.

Application Process:

Please email resume, cover letter, salary requirements, and at least 3 references to hr@dvrp.org. 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.