



Asian/Pacific Islander Domestic Violence Resource Project
Economic Empowerment Case Manager

This is a Full Time (35 hours/week), exempt hybrid position, requiring 2 days in the office per week.

About A/PI DVRP:

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.

Since 1996, the Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence and sexual assault in Washington DC, Maryland and Virginia. Visit our website to learn more: <https://dvrp.org>

About the Economic Empowerment Case Manager Position

The Economic Empowerment Case Manager will work directly with survivors of gender-based violence, supporting them in reaching their financial goals and achieving long-term economic self-sufficiency. The ideal candidate is proactive, self-motivated, and has a strong knowledge of financial education and resources. The EECM will play a key role in providing financial education, resources, and guidance to help survivors take control of their financial future and work towards financial freedom. This role requires a strategic, solutions-oriented approach, and the ability to provide culturally sensitive, empowering support to clients.

Primary Responsibilities:

Case Management (60%)

- Work with clients to encourage financial stabilization and self-sufficiency, empowering them with the tools and knowledge needed for long-term economic independence.
- Provide financial education to clients, including budgeting, saving, credit building, debt management, and understanding financial systems.
- Offer employment and financial advocacy services to clients, such as resume creation, job search strategies, interview preparation, and connecting to opportunities for economic growth.
- Assist clients with the Matched Savings program, scholarship access, and navigating resources for financial independence.

- Plan, prepare, and facilitate quarterly Financial Empowerment workshops, ensuring the content is relevant, culturally sensitive, and impactful.
- Provide life-skills training to enhance clients' capacity to problem-solve and navigate available resources.
- Proactively identify and share resources with clients, offering education and information that supports their financial growth and stability.
- Work with local businesses, community organizations, and non-profits to build vocational and employment opportunities for clients, maintaining relationships for smooth referrals.

Other Related Duties (40%)

- Maintain accurate and up-to-date client records, case plans, and reports in the agency's database, including tracking progress toward financial goals and program outcomes.
- Assist with the agency hotline, providing crisis-related support, safety planning, and referrals when necessary.
- Participate in local coalitions and task forces to build community partnerships and increase access to support services for clients.
- Attend required agency meetings, including staff meetings, case consultations, and supervision meetings.
- Raise awareness about domestic violence and sexual assault within the A/PI (Asian/Pacific Islander) communities through outreach initiatives in the DC metropolitan area.
- Foster and maintain partnerships with A/PI community leaders, organizations, and faith-based institutions, educating them on domestic violence and sexual assault resources.
- Coordinate the translation and distribution of outreach materials such as brochures, fact sheets, and toolkits to increase awareness and knowledge.
- Submit necessary forms and documentation in a timely manner, maintaining effective communication with team members and management.
- Perform other related duties as assigned by the Program Manager or Executive Director.

Requirements:

- Fluency in speaking, reading, and writing in English and at least one Asian/Pacific Islander language.
- Bachelor's degree in a social service-related field (Social Work, Psychology, Counseling, etc.).
- Understanding of trauma and how it impacts survivors and their families, and a commitment to providing trauma-informed services.
- At least 2+ years of experience in case management, particularly working with survivors of domestic violence, sexual assault, or trauma.
- Proactive, self-starter who takes initiative in identifying opportunities for improvement and growth.

- Strong knowledge and proficiency in financial education, resources, and strategies.
- Must have reliable transportation to travel frequently within the metropolitan area.
- Excellent written and verbal communication skills, with the ability to engage clients and community partners effectively.
- Ability to plan and organize work effectively, managing time and priorities efficiently.
- Strong multitasking abilities, with the capacity to handle multiple client cases and tasks simultaneously without compromising quality.
- Open to continuous learning and actively seeks out professional development opportunities.
- Strong cultural competency, with knowledge of cultural and language issues related to domestic violence, immigrants, and financial literacy.
- Ability to work independently, yet collaboratively within a team environment.
- Proficiency in the use of computers, internet searches, smartphones, and software programs essential to the job.

Eligibility:

Eligible candidates must meet the following criteria:

- Applicant must be authorized to work in the United States
- Residence within travel vicinity of the DC, Maryland, and Virginia area

Compensation:

The salary range for this position is from \$54,000-\$59,000 per year based on a 35-hour work week and based on experience.

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 at least 3 references to the hiring committee with the title “Economic Empowerment Case Manager” at hr@dvrp.org by 5pm on January 9th, 2025. 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.