DVRP
Asian/Pacific Islander
Domestic Violence Resource Project

Asian/Pacific Islander Domestic Violence Resource Project
Japanese Case Manager (Part-time, 24 hours a week, Consultant)

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 Case Manager is a part-time (24 hours per week), contract, non-exempt position in DVRP's Survivor Services Program. This is a part-time contract position with funding until April 30th, 2021. This position will start off as a remote position, but may move to an in-person position eventually. The contract may be extended upon receipt of additional funding. 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.

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 serving Japanese community 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:

- Fluency (speaking, reading, and writing) in English and Japanese
- At least 2 years of previous case management experience working directly with survivors of domestic violence, sexual assault or trauma, highly preferred
- Must have extensive knowledge of health care systems, resources and services available in the DC metropolitan area (including Virginia and Maryland)
- Extensive knowledge of resources and services in Fairfax County
- 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
- 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
- Take initiative and is open to continuous learning
- Able to work from home/remotely and familiarity with usage of e-tools

Compensation:

Pro-rated based on a full-time yearly salary of $38,000

Application Process:

Please email resume, cover letter, and at least 3 references to info@dvrp.org with the title "Case Manager Application) by 5pm on September 17th We will be reviewing applications on a rolling basis. Interviews will be conducted in September with a start date in October 2020. 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.