



South Asian Case Manager

Employment Type: Full-time

Location: Washington D.C., USA

Post Date: June 09, 2021

About DVRP

The Asian/Pacific Islander Domestic Violence Resource Project's (DVRP) 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. DVRP was founded in 1995 by Asian/Pacific Islander women concerned that local A/PI survivors were unable to access mainstream services due to cultural and language barriers. DVRP was formed to mitigate the multiple cultural and linguistic barriers facing those within the A/PI community who also identify as survivors.

Job Overview:

The Case Manager is a full-time (40 hours per week), non-exempt position in DVRP's Survivor Services Program. In this specific position, we are seeking a candidate with experience working in and with the South Asian 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. This position reports to the Survivor Services Program Manager.

****DVRP will adapt a hybrid mode of working: Working from office space for 2 days a week and remotely for 3 days a week starting August 2021.***

Primary Responsibilities (80%):

- Ensure A/PI survivors of abuse receive culturally and linguistically appropriate direct services.
- Provide interpretation and/or translation assistance for survivors accurately and effectively.
- 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.
- Collaborate with other domestic violence organizations for resources and case management for survivors.
- Supervise interns (1-4) and conduct weekly meetings on projects and tasks within direct services.
- Raise awareness about domestic violence within local A/PI communities and assist in outreach events as needed.

- Attend training and presentations on domestic violence, sexual violence, bias training, and cultural humility.
- Document notes for the services and resources provided for efficient case reporting.
- Answer hotline calls regarding requests for information, resources, and referrals for survivors and service providers and maintaining hotline database.
- Ensure A/PI survivors of abuse receive culturally and linguistically appropriate direct services.
- Maintain the confidentiality of all survivors and DVRP organizational information.

Other related duties (20%):

- Submit required forms for operation and services and communicate with staff in a timely manner.
- Raise awareness about domestic violence for local A/PI communities by holding workshops and presentation sessions.
- Assist in outreach events as needed.
- Other related duties, as assigned by SSP Manager and/or Executive Director

Requirements:

- Fluency (speaking, reading, and writing) in English and one or more of the following languages: Hindi, Urdu, Punjabi, Bengali, Tamil or Nepali.
- Minimum 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 are highly preferred.
- Experience in working with survivors using a trauma informed, survivor-centered model
- Knowledge of and experience in using an anti-Racism, anti-oppression framework of analysis
- 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 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.

Compensation:

\$40,000-\$44,000 based on experience and qualifications. This is a full-time position with benefits.

Application Process:

Please submit to the Hiring Committee at hr@dvrp.org with a title, "South Asian Case Manager."

1. Resume
2. Cover letter
3. At least 3 references

We will be responding to applications on a rolling basis until **5pm on July 5th 2021**, 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.