



Asian/Pacific Islander Domestic Violence Resource Project Survivor Services Program Manager

The Program Manager is a full-time, exempt, salaried position reporting to the Executive Director. The Program Manager is responsible for administering, developing and managing the Survivor Services Program, which provides direct case management services to Asian/Pacific Islander (A/PI) survivors of domestic violence and sexual assault. Although this position will mostly be during the weekday hours of 9:00am - 6:00pm, it does require work on some weekends and evenings.

Primary Responsibilities:

- Provide senior leadership, strategic vision and management for Survivor Services Program (35%)
 - Responsible for overall program delivery, which includes achieving project objectives in an efficient, effective and timely manner
 - Supervise 2 bilingual Case Managers on staff and Language Advocate consultants
 - Prepare and manage program budget, which includes approving staff time sheets and advocate consultant invoices
 - Coordinate regular advocate meetings and self-care for Survivor Services Program staff
- Ensure all A/PI survivors receive culturally and linguistically appropriate direct services (60%)
 - Manage DVRP's hotline and respond to crisis calls and emergencies, which may require hours in late evenings or weekends
 - Coordinate with domestic violence partner agencies and conduct case management collaborations
 - Prepare survivor group curricula, logistics and facilitate groups
 - Manage the administration of client evaluations and compile and analyze data
 - Represent DVRP at domestic violence task force or coalition meetings
 - Conduct intakes and provide referral information to survivors, as needed
- Other relevant duties, as assigned by the Executive Director (5%)

The ideal candidate for this position will bring a variety of experiences and attributes to DVRP, including:

- Fluency in English and at least one Asian/Pacific Islander language
 - Candidates who speak at least one of the following languages are highly preferred:
Vietnamese, Mandarin, Thai, Hindi
- At least 3-5 years of previous case management experience (working directly with survivors of domestic violence, sexual assault or trauma) in immigrant, refugee or underserved communities
- At least 3-5 years of supervisory and program management experience
- Familiarity with resources and services for domestic violence survivors in the Washington, DC, Maryland and/or Virginia, highly preferred
- Ability to enhance partnerships with A/PI organizations and domestic violence service providers
- Ability to work with survivors and/or children in crisis situations
- Valid driver's license, access to insured and registered vehicle and willingness to use vehicle to accompany clients to appointments, highly preferred
- Deep commitment and understanding of service delivery to underserved and culturally specific populations
- Excellent writing, oral communication and organizational skills
- Take initiative and is open to continuous learning

Compensation:

Compensation will be based on experience and qualifications, \$40,000-\$44,000 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.