



## **Asian/Pacific Islander Domestic Violence Resource Project Case Manager**

The Case Manager is a full-time, non-exempt position in DVRP's Survivor Services Program. The Case Manager works closely with survivors, providing direct case management services. Although this position will mostly be during the weekday hours of 10:00am - 6:00pm, it will require work on weekends and evenings. This position reports to the Survivor Services Program Manager.

### **Primary Responsibilities:**

- Ensure A/PI survivors of abuse 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, 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
  - Respond to calls from survivors or bystanders on DVRP's hotline
  - Prepare Survivor Empowerment Group curricula and logistics and assist in facilitating survivor groups
  - Maintain the confidentiality of all survivors and DVRP organizational information
  - Accurately and effectively provide interpretation and/or translation assistance for survivors
  - Provide assistance on the hotline, including answering hotline calls and providing resources
- Other related duties: (10%)
  - Submit forms and communicate with staff in a timely manner
  - 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 either Urdu or Arabic
- 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 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:**

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](mailto: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.