

Office of Samoan Affairs



EXTERNAL JOB POSTING

PROGRAM: Domestic Violence Supportive Services

POSITION: *Case Manager-Bilingual/Spanish*

LOCATION: Carson, CA

To apply please send your resume to:

Odette Papanian, DVSS Project Coordinator

Odette.papanian@officeofsamoanaffairs.org

RE: *Case Manager-Bilingual/Spanish*

Job Description

Overview:

Provide domestic violence education, support and advocacy as well as guidance in obtaining housing, mental health services, vocational training, and employment to clients as they move towards becoming self-sufficient.

Responsibilities:

- Conduct intakes and complete initial/re-assessment of needs and service plans. Help clients develop personalized safety plan. (Virtual & in person)
- Assess needs and provide needed referrals to appropriate services. Provide crisis counseling
- Monitor client's progress towards goals set in their service plan
- Provide domestic violence education, support & Life Skill Groups to clients (Currently done virtually due to COVID-19)
- Assist clients in obtaining shelter as needed
- Attend and conduct job club presentations for the agency (Currently done virtually due to COVID-19)
- Timely maintenance of client files and documentation adhering to program/grant requirements
- Provide childcare youth activity services (On hold due to COVID-19)
- Attend domestic violence council meetings and other meetings as assigned by the program coordinator (Currently being done Virtually due to COVID-19)
- Communicate with DCFS, attorneys, probation officers, and courts as needed/required. Write letters/reports as needed in a timely manner
- Required to work some evenings based on client/program need

Minimum Qualifications/Education:

- BA/BS in Psychology, Sociology, Social/Human Services, other behavioral sciences or related fields
- One or more years of experience in working with domestic violence survivors in a DV Program
- Has obtained 40 hour Domestic Violence Advocate Training Certificate (**Required**)
- Experience in working with diverse populations
- Must provide proof of COVID-19 vaccination/booster (**Required**)
- Must be able to communicate and write effectively in English/Spanish (**Required**)
- Must have valid California Driver's License, valid/current car insurance and reliable transportation
- Must be proficient in the use of a computer and the Microsoft Word and Excel programs
- Will need to submit to fingerprinting and be cleared by OSA and DPSS/DPH
- Able to multi-task and is self-motivated
- Other duties as assigned by the Program Coordinator

Job Type: Full-time \$20-\$21/hr.

COVID-19 considerations: OSA will provide masks, hand sanitizers and gloves as needed at the office.