

Title: Community Against Domestic Violence (CADV) Program Coordinator

Boat People SOS (BPSOS) is a national Vietnamese-American community-based organization with 43 years of service and 6 branch offices across the US. We are looking for a full-time Program Coordinator/Case Manager to implement the Community Against Domestic Violence (CADV) program that was established in 2000 to bridge the gap between the Vietnamese community and domestic violence services and has assisted over 1,000 clients to build safer lives. The Program Coordinator/Case Manager will be responsible for direct client services, outreach, and training activities.

Salary: Negotiable, depending on experience and qualifications, plus benefits.

Responsibilities:

1. Coordinate media campaign and outreach for CADV projects;
2. Identify eligible CADV participants and refer them to proper services;
3. Conduct client intake, and assist the team to complete required CADV forms;
4. Provide assistance to DV clients to fulfill their needs;
5. Coordinate the tasks between the pro-bono lawyers and DV clients;
6. Translate documents and provide interpretation services when needed;
7. Perform other duties as required to fulfill the mission of the branch office and organization.

Goals:

1. Clients receive effective, quality service in a timely, professional manner; and
2. BPSOS is well-represented among public and private agencies.

Requirements and Preferences:

1. Bachelor Degree, preferred in Social Works or related area;
2. Vietnamese and English fluency required;
3. Ability to work independently and be a team player;
4. Experience with victims of trauma and domestic violence (preferable);
5. Ability to multi-task in a fast-paced, high-pressure environment;
6. PC computer literacy, proficient in Word, Excel and Internet usage required;
7. Occasional work on the weekends to conduct; and
8. Must have own car for transportation.

Location: Falls Church, VA

To apply: Email or fax the cover letter, resume and list of three professional references to:
Human Resources; Fax: 703-647-6499; Email: HR@bpsos.org

BPSOS is an equal opportunity employer.