



JOB DESCRIPTION

Job Title: Caseworker for the Survivor Advocacy Program
Supervised By: Survivor Advocacy Program Lead
Supervises: None
Classification: Exempt, Full-Time, Salary
Date: October 2022

Organizational Summary

KAN-WIN's mission is to eradicate gender-based violence, including domestic violence and sexual assault, especially for women and children across Asian American communities and beyond through culturally competent services, community engagement, and advocacy. To learn more about our programs, go to www.kanwin.org

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

Position Summary

A Caseworker for the Survivor Advocacy Program is responsible for providing: 1) comprehensive case management services; 2) housing advocacy for clients; and 3) development and organizing external resources to meet clients' needs.

Responsibilities:

Comprehensive Case Management (40%)

- Provide crisis intervention for clients to ensure that immediate medical, legal, transportation and child care needs are met.
- Develop short- and long-term goals with clients, check weekly or biweekly for progress, and make appropriate adjustments and plans accordingly.
- Coordinate with other advocates to help meet client's needs in a holistic manner, including legal, housing, medical, and financial issues.
- Ensure that clients' social service needs are met through advocacy, accompaniment, translation, review of client cases, and collaboration with other organizations.
- Develop community resources and make appropriate referrals to meet client's needs.
- When needed, help staff the 24-hour multilingual crisis line.

Direct Services for the Housing Program (40%)

- Work with the housing program team to provide housing advocacy services.
- Provide crisis intervention and case management for housing program clients.
- Serve as a liaison between clients and landlords as necessary.

Service/Program Data Management and Reporting (5%)

- Maintain service data as well as collect and maintain other relevant data for the program's service delivery and grant responsibilities.
- Maintain accurate, confidential, timely records, reports and files.

Organizational Duties (10%)

- When needed, assist and participate in all organizational activities such as program development, fundraising, and special events.
- Participate in staff meetings and case review sessions.
- Perform other duties as assigned or requested.

Qualifications:

- Ability to speak an Asian language (Mandarin Chinese fluency highly preferred)
- Strong commitment to KAN-WIN's mission, values, and goals to enhance culturally & linguistically competent services and programming
- Empathetic listening skills
- Ability to provide as well as take constructive feedback
- Strong interpersonal and teamwork skills
- Works effectively with diverse staff and service population

Work Environment:

- Hybrid working environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- This is a full-time position. Evening and weekend work occasionally may be required.
- Some travel to off-site locations in the Chicago metro or out-of-the-area travel area may be required.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Compensation: \$38,000-\$46,440 DOE

Benefits:

- 403(b) retirement plan with employer match
- 11 Paid holidays with floating holidays
- 19 Paid-time offs for first year
- Health insurance
- Dental insurance
- Hybrid working environment

How to Apply

This job is open for online applications;

To apply, send the following to: hr@kanwin.org. Please specify "Application for Caseworker" in subject line, and attach the following materials:

- Resume
- A list of three references