



JOB ANNOUNCEMENT

Position: ***Bilingual Case Manager***

Status: Non-Exempt, Full-time

Reports to: Deputy Director (temporarily)/Director of Intervention Services (TBD)

The Korean American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion and dignity. Each year, over 3,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KAFSC seeks a full-time Bilingual Case Manager who can provide our target populations with a wide range of direct services described below:

KEY RESPONSIBILITIES

Counseling and Case Management for survivors

- Provide coverage for the hotline, in rotation with other counselors.
- Manage a clinical caseload of over 20 clients on a weekly basis including individual, group, and parenting services.
- Provide counseling and parenting services of children/youth/families in individual and group with an awareness of, and respect for, diversity of culture, ethnicity, gender, and sexual orientation.
- Develops with client(s) measurable initial treatment plans, short-term and long-term goals with action plan and completion time frame on quarterly basis.
- Provide comprehensive quality advocacy and case management for individuals and families affected by domestic violence, sexual assault, & relationship abuse.
- Take and complete intakes for individuals and families.
- Ensure that families and clients have safety plans, as necessary.
- Provide assistance in legal support to clients.
- Answer hotline calls and connect clients to appropriate services.
- Communicate with assigned volunteers to take intake forms.
- Make appropriate referrals (police, court, shelter, hospital, DA's office, etc.) and provide advocacy and interpretation.
- Ensure professional relationships with clients to create an atmosphere of empathy, safety, & support.
- Travel to court and accompany clients to police stations and other community organizations as needed.
- Foster and maintain constructive working relationships with law enforcement, legal service agencies, courts, NYC Family Justice Centers, ACS, and other community organizations.
- Update and maintain referral list to other community services.
- Writes daily progress notes.
- Master and utilize computerized treatment systems for all aspects of client record-keeping/charting, toward assuring all documentation is maintained in



- comprehensive, organized, and timely manner.
- Participate in supervision on a regular basis with the Supervisor.

Community Education, Advocacy, and Training

- Work with the community agencies and schools to create opportunities to reach out to the targeted population through a wide range of community outreach activities.
- Provide training or workshops if needed.
- Organize and participate in agency-wide outreach activities

Administration

- Fulfills all documentation required by funding purposes.
- Ensure that all client records and documentation are complete, accurate and up-to-date.
- Prepare documents, reports, and statistics for all appropriate, program-related activities.
- Submit progress notes on a timely basis.
- Perform other duties assigned by the Supervisor.

Qualifications

- BA Degree in social worker, counseling, mental health, or related fields.
- Master Degree Preferred
- Fluency in English and Korean or English and Chinese
- Familiarity with the Asian and immigrant community is a plus.
- Knowledge or experience with Gender Based Violence

Compensations and Benefits

- Salary range: \$55,000 - \$65,000 commensurate with experience
- Benefits include health, dental, and vision insurance, flex spending account, generous paid time off, and 401k match for eligible participating employees.

HOW TO APPLY

Send a resume and cover letter to hr@kafsc.org.

No phone calls, please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at www.kafsc.org/careers.