

## **DONALDINA CAMERON HOUSE (2023)**

Donaldina Cameron House is a community and faith-based organization that has been serving the changing needs of the San Francisco Chinatown community since 1874. Our mission is to empower the San Francisco Chinese community to build strength and resilience through family-centered programs.

Our vision is a safe and healthy community where people learn, heal, and thrive.

### **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>Case Manager (Cantonese)</b>
<b>LOCATION:</b>	920 Sacramento Street San Francisco, CA 94108
<b>DEPARTMENT:</b>	Social Services
<b>REPORT TO:</b>	Social Services Team Manager
<b>FSLA STATUS:</b>	Non-Exempt/Full-Time
<b>SALARY:</b>	\$51,000 - \$56,000 annually
<b>BENEFITS:</b>	Medical, dental, and vision benefits. Vacation, sick leave, and holidays. A 401k retirement plan with employer contribution
<b>HOURS:</b>	40 hours per week. Work includes some evenings and weekends.

### **SUMMARY**

Support and empower domestic violence survivors. Build community relationships on behalf of Cameron House. Educate and build awareness in the community about domestic violence prevention and intervention.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, below is a list of essential duties that an individual must perform satisfactorily. Note that this is not intended to restrict the tasks that may be assigned.

- Conduct intake and assessment of possible victims of domestic violence.
- Provide case management, intervention, and advocacy for victims of domestic violence and do follow-ups.
- Assist clients with resources, information, referrals, and accompaniment to courts, attorney's office, or other agencies.
- Conduct outreach and community education.
- Coordinate, oversee, and facilitate the Cantonese Women's Support Group.
- Assist with coordinating Social Services Ministry events, such as Christmas Party for clients, Family Day, etc.

- Submit reports and documents as required by funders or Cameron House.
- Document casework in agency's electronic database. Maintain confidentiality.
- Attend staff/community/committee meetings or assist with other Cameron House programs/events as needed.
- Regular attendance.
- Additional duties as assigned.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's Degree in Social Work, Public Health, Sociology, or related field and two (2) years of experience working with individuals and families
- Knowledge and experience in working individually and in groups with women and/or children experiencing domestic violence
- Complete a 40-hour Domestic Violence Training (prior or after hire)

#### **OTHER SKILLS AND ABILITIES**

- Bilingual and bi-literate in English and Cantonese required. Additional fluency in Mandarin is a plus.
- Good writing and verbal skills and ability to work with diverse populations in the Asian American community.
- The ability to communicate information and ideas in speaking clearly so others will understand you.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Have good computer skills and displays proficiency in MS Suite (Word, Excel, PowerPoint). The ability to learn new software or apps quickly.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Ability to represent the agency and work with other non-profit or government staff.

#### **COVID-19 Vaccination Requirement**

Agency policy requires employees to complete a primary COVID-19 vaccination series and receive a booster vaccination when eligible. Documentation, such as a CDC COVID-19 Vaccination Card, needs to be provided to satisfy requirement. Candidates may request a medical or religious exemption for this requirement.

If you are interested in this position, please submit cover letter and resumé via email to: [ssmemployment@cameronhouse.org](mailto:ssmemployment@cameronhouse.org)

Deadline: Until position is filled

To find out more information about Cameron House, please visit [www.cameronhouse.org](http://www.cameronhouse.org)