

KOREAN SPEAKING DOMESTIC VIOLENCE PROGRAM MANAGER (FULL-TIME)

JOB DESCRIPTION: Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services to Korean immigrant families. KFAM is seeking a **Korean speaking** program manager to oversee all of domestic violence projects, direct services and department staff. This is a full-time exempt position under the supervision of the Executive Director. Key responsibilities are:

JOB REQUIREMENTS:

1) Program Management

- Ensure that services meet all appropriate professional standards, licensing/certification, grant conditions, and other requirements.
- Oversee internal systems of recordkeeping, billing, confidentiality, and quality improvement.
- Supervise staff, interns and volunteers; delegate responsibilities and monitor performance.
- Oversee provision of direct services to clients, including expansion of services or programs to meet unaddressed needs or underserved groups.
- Provide some direct services to clients as needed.
- Oversee crisis services, including rotation for handling 24-hour DV hotline calls.

2) Community Education and Outreach:

- Develop and implement 40-hour DV trainings.
- Provide community education and support outreach. Make visits and presentations to various groups and organizations throughout the community.
- Develop and participate in outreach events, represent agency at meetings/conferences, and network with DV service providers, as needed.
- Work with DV department team, outreach and administrative staff to carry out public awareness and trainings, including to Korean faith and community leaders.
- Assist in keeping community resources for DV victims updated.
- Overseeing Workforce Development Program to help clients with financial counseling, job training and job procurement.

QUALIFICATIONS:

- Minimum 2-3 years' experience working in DV field with management experience, a strong plus.
- **Must speak Korean fluently.** Korean reading and writing a plus.
- Master's Degree (MSW, MFT or related field) with licensure a plus.
- Ability to work in flexible working environment and willingness to work some evenings/weekends.
- Must have driver's license, car insurance and be willing to travel.
- Experience working with Korean immigrant populations, especially women and children, a strong plus.
- Experience with media, community outreach, or public awareness a plus.

BENEFITS:

Salary commensurate with experience.

Please email your **resume, a cover letter with salary history, AND 2-3 references** to Connie Chung Joe: cchungjoe@kfamla.org (no phone calls please)