

Position Opening – Bilingual Case Manager

Full-time, non-exempt

Pay starts at \$17.48 based on experience & qualifications + benefits*

Ayudar a sobrevivientes del abuso doméstico a rehacer sus vidas. Assist clients to overcome their challenges and celebrate their success by their side! This position is perfect for you if you are dependable, people-oriented, adaptable, flexible, and detail-oriented. No two days will be the same – each client comes to us with their own unique situation.

About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

Primary Duties:

- Provide comprehensive, trauma informed case management services to victims of domestic violence.
- Research and provide resource referrals to clients
- Assist with safety planning for clients
- Communicate with community partners on behalf of clients

Qualifications:

There's no such thing as a perfect candidate. *You don't need 100% of the preferred qualifications to add incredible value to our team.* Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

Required:

- Fluency in Spanish & English
- Experience working with victims of trauma and their children
- Excellent written & verbal communication skills and an attention to detail
- Authorized to work in the United States without sponsorship
- Valid driver's license, proof of vehicle insurance & access to vehicle during work hours

Preferred:

- A bachelor's degree is preferred though relevant work experience may be considered in lieu of a degree
- Knowledge of domestic violence issues strongly preferred
- Experience working with individuals and families from diverse backgrounds
- Experience in crisis intervention
- Knowledge of community resources in Dane County
- Excellent computer skills including knowledge of and experience with Microsoft Office

How to apply:

- **Submit the following 3 things:**
 - ✓ Cover letter – tell us a little about yourself
 - ✓ Resume – tell us what you've done in the past
 - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
 - Via email as an attachment to: daisemployment@abuseintervention.org
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)

*Benefit package includes:

- Generous PTO accrual
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance
- Short-term & Long-term Disability plans
- Employee Assistance Program
(provides free legal, financial & work-life services)
- 401(k) plan
- Investments in Professional Development & Training
- Flexible work environment based on job duties including blended/hybrid remote work options