



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Announcement

**POSITION TITLE:** Best Starts for Kids Case Manager  
**DEPARTMENT:** Family Empowerment  
**REPORTS TO:** Senior Director  
**FLSA STATUS:** Non-Exempt Regular Full-Time (37.5 Hrs./Week)

### **PURPOSE:**

The Best starts for Kids Homeless Prevention Initiative will provide the support needed to ensure that unaccompanied youth (age 12-24) and families at imminent risk of homelessness have access to the resources needed to avoid entering the homeless system; and to remain stably housed over time.

### **RESPONSIBILITIES:**

- Work with the Senior Director to schedule and screen participants for eligibility.
- Provide client centered case management that addresses the immediate issue placing family at risk of homelessness.
- Provide case management at time and location most convenient to the client.
- Provide services culturally relevant to family receiving services.
- Provide services through a progressive engagement framework.
- Ability to provide families with tool box to work towards self sufficiency.
- Make referral to appropriate providers and resources to resolve client barriers.
- Maintain client record and entry into HMIS system.
- Ability to administer a randomized evaluation with high integrity and attention to detail.
- Coordinate with the Senior Director to manage flexible funds.
- Coordinate with multiple departments within the Agency.
- Participate and contribute to program team building.
- Attend program meetings and trainings.
- Perform other duties assigned buy the Senior Director.

### **MINIMUM QUALIFICATIONS:**

- BA in Social Services filed and two years professional experience. AA considered with 4 years of experience.
- Deep understanding of refugee and immigrant populations as well as underserved populations.
- Strong verbal and written English skills.
- Extensive knowledge of King County Social Service resources.
- Excellent communication skills.
- Ability to coordinate and advocate internally.
- Ability to work independently and as part of a team, effectively multi-task, meet deadlines.

**Refugee Women's Alliance is an Equal Opportunity Employer.**

- Ability to prioritize and meet deadlines consistently.
- Demonstrated computer skills including knowledge of data base, e-mail, Office.
- Must have own transportation, a valid Washington State Driver's license, clean driving record, and able to travel to multiple sites frequently.
- Willingness to work flexible hours and with changing responsibilities.

**PREFERRED QUALIFICATIONS:**

Fluent in Somali, Arabic preferred.

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**CLOSING DATE:** Open until filled

**FOR CONSIDERATION:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

EOE

**Refugee Women's Alliance is an Equal Opportunity Employer.**

**Refugee Women's Alliance is an Equal Opportunity Employer.**