



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:	Case Manager
DEPARTMENT:	Family Empowerment
REPORTS TO:	Senior Director of Family Empowerment
STATUS/PAY:	Non-exempt Regular Part Time (37.5 hrs/wk)
SUMMARY:	This position is a case manager and housing advocate position that is responsible for outreach and recruitment of refugees who have been in the US for less than five years and families affected by domestic violence assisting them with making progress toward economic and personal self-sufficiency. The Case Manager assesses needs and strengths which is used to develop a self-sufficiency plan, assists them with applications (including Green Cards) and interpretations, assists in organizing, facilitating and evaluating workshops, refers them to services, trouble-shoots and eliminate barriers to services, and monitors their progress toward achieving self-sufficiency. This position will advocate for a variety of services, including: rental assistance, utility, housing relocation, housing stabilization services and financial assistance services to help refugee and immigrant families who are victims of domestic violence and are experiencing homelessness. This position works closely with other ReWA departments to ensure participant is providing comprehensive wrap around services. This position requires excellent customer service.

Must have strong written and oral English skills and be bi-lingual in Ukrainian/Russian.

RESPONSIBILITIES:

1. Conduct outreach and recruitment within the South King County community to promote PRIME services and build a quality client caseload.
2. Complete a strength-based needs assessment and work with clients to develop a self sufficiency Plan with Refugees in the states less than 5 years
3. Work with Domestic Violence Advocates and Coordinator to schedule and conduct needs assessments for Program participants.
4. Coordinate participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to Coordinator and landlord.
5. Assist with establishing a collaborative partnership between private and public property managers and ReWA housing case managers that helps people leave homelessness and succeed in housing.
6. Act as liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the family housing situation.
7. Make referrals and connections to appropriate providers and resources to resolve participants barriers for them to be ready for employment.
8. Work with ReWA Employment Case Managers to make sure clients employment issue is resolved.
9. Provide information to property management staff or unity owner regarding move in and departure of individual’s/families.

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10. Schedule and conduct meeting with client, property manager/owner to inspect the unit and approve for Rental.
11. Deep understanding of refugees and immigrants housing needs and domestic violence issues and situations.
12. Communicate with and refer clients to services within ReWA and with community partners to ensure the needs of clients are met.
13. Assist clients with applications (including Green Cards), interpretations, and other methods to promote their access to services.
14. Monitor clients progress weekly during the first month and monthly thereafter.
15. Assist with organizing, developing, implementing and evaluating self-sufficiency workshops.
16. Maintain quality client records; complete and submit monthly reports and keep ReWA's internal client database updated.
17. Participate in staff meetings, project meetings and trainings.
18. Provide crisis intervention and advocacy for client support services to ensure program success and the removal of barriers to employment and training.
19. Other related duties as assigned by Senior Director.

MINIMUM QUALIFICATIONS:

- Associate's degree in human services and at least one year professional experience as a case manager in human services, or at least two years of experience as a case manager in human services.
- At least one year of experience working with refugees and immigrants or people from other nationalities.
- Deep understanding of refugees and immigrants housing needs and domestic violence issues and situations.
- At least one year of outreach and recruitment experience.
- Bi-lingual (Ukrainian/Russian) and bi-cultural (Ukrainian/Russian Countries).
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.
- Strong verbal and written English skills, excellent organizational skills, good interpersonal communication skills, and ability to work independently and as part of a team.
- Must have own transportation, a valid Washington state driver's license, and ability to travel to multiple sites on a regular basis.
- Willingness to work flexible hours (weekend and evening hours when necessary), and with shifting responsibilities.
- Prior experience working with projects that identify and resolve community needs and requires tracking of services and reporting.

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

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