



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:	Employment Case Manager
DEPARTMENT:	Family Empowerment Services
REPORTS TO:	Family Empowerment Program Manager
STATUS/PAY:	Non-exempt Regular Part- time (20 hrs/wk)
PURPOSE:	ReWA offers employment and training services coupled with intensive case management to immigrant and refugee families to help stabilize and promote their economic success and integration. This position is responsible for developing job opportunities and marketing employee services to potential employers. Acts as liaison between ReWA, DSHS and King County employers to promote ReWA participants, take an active role in supporting participants to obtain and retain employment, increase their earnings, connect to training opportunities and help reduce barriers in advancing positions and income that sustains and stabilizes their family.

Successful candidates for this position are result-oriented; and will have a strong understanding of the unique challenges, barriers and needs of immigrant and refugee families; possess excellent knowledge of the employment market, family income support and resources, and have exceptional ability to build trust with participants and can offer consistent coaching and encouragement.

1. Conduct outreach with immigrant and refugee communities, community providers, and local CSOs to recruit program eligible participants.
2. Conduct comprehensive assessment of participants' skill, experience, education and interest, and help participants explore career options, develop and execute career plans.
3. Provide job development, placement and retention services to job seekers including arranging for career exploration/exposure, job matching, and working with employers and employees to problem solve.
4. Meet job placement and Work Experience (WEX) and Community Services (CS) placement and retention goals monthly.
5. Identify and assist participants to remove barriers to employment.
6. Place participants into better jobs that lead to career paths with wage progression and career advancement opportunities.
7. Assist and/or enroll both TANF and non-TANF participants into ReWA's ESL and vocational training classes to increase employment possibilities, job retention and upward economic mobility.
8. Co-teach ReWA Job Readiness class to prepare refugee and immigrant participants for job search and successful employment.

Refugee Women's Alliance is an Equal Opportunity Employer.

9. Assist participants with employment applications, job search, resume preparation, and job interviews etc.
10. Act as a liaison between employers and participants to ensure positive work performance and long-term retention of employment.
11. Maintain monthly contact with participants during their employment period to ensure their continued employment through the retention services. Provide coaching, and conflict resolution and problem-solving services.
12. Provide crisis intervention and assist participants with support services to ensure successful employment retention.
13. Complete and submit all required paper work in a timely, quality, and accurate manner. Complete eJAS documentations timely and accurately.
14. Participate in staff meetings and training
15. Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associate degree in human services field, and 2 years professional experience in employer and/or vocational training field, or an equivalent combination of education and experience
- Proven ability to provide quality job support services to clients
- Fluent in Farsi
- Demonstrated ability expressing yourself effectively, both verbally and in writing, using the English language
- Excellent organizational, outreach and recruitment skills
- Ability to work independently and as part of a team
- Demonstrated computer skills including knowledge of Excel, word processing and email programs
- Knowledge of local market trends, employment and training services, and the welfare system
- Ability to communicate effectively, both verbally and in writing, with individuals from a wide range of cultural backgrounds
- Demonstrated commitment to refugee and immigrant advocacy
- Must have own transportation, a valid Washington state driver's license, and ability to travel to multiple sites on a regular basis
- Willingness and ability to work flexible hours (weekend hours when necessary)

PREFERRED QUALIFICATIONS:

- Bachelor's degree in social sciences
- Knowledge of EJAS database system
- Knowledge of WorkFirst participation requirement

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

BENEFITS: Medical, dental, vision, life insurance, LTD vacation, sick leave, paid holidays, and 403(b) plan

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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