



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 Description

POSITION TITLE: Case Manager & Classroom Support Levy **Spanish or Somali Speaking**

DEPARTMENT: Youth

REPORTS TO: Youth Program Manager

STATUS: Non-exempt Regular Full-Time, 37.5 hours per week

SUMMARY: This job supports the students in our Elementary Levy Youth Program by bridging the program, their schools, and their supports at home to provide wholistic academic support. It is a requirement that this employee speaks English **and** Spanish or Somali. This position will be the connector from what is happening in the program to what is happening at home and school. This employee will also provide support in the class during ReWA program to support those students in their academic pursuits. During non ReWA program class hours, this employee works as a case manager to support families helping them set up their child for academic success by coaching parents on activities they can do at home, removing barriers to learning, and helping parents understand the American Education System. In the afternoon, this position serves in the ReWA program class to work with the students on their homework and academic intervention materials. This person also provides translation services and transportation services when necessary.

WORK RESPONSIBILITIES:

OUTREACH AND RECRUITMENT:

- Conduct outreach with community providers, schools, and families; provide information about programs, the goals & objectives of the programs, and how programs will benefit students and their families.
- Recruit and enroll 20-25 elementary school students and their families for the Levy program and complete intake process and paperwork.

CASE MANAGEMENT:

- Maintain up-to-date, complete, and accurate student/family files, including Individualized Learning Plans (ILPs) for youth and families.
- Check in with families at minimum once a month via phone call, home visit, or office visit.
- Provide internal and external referrals to social services as needed to ensure families receive appropriate support and wrap-around services.

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- Communicate with students' teachers or counselors to provide and receive information on students' academic progress.

FAMILY EDUCATION:

- Develop and present bi-monthly workshops to family members in their preferred languages (Somali, Spanish or English).
- Work with the parents to better understand the American education system, and what their role as parents is inside of the system
- Work with the Instructor to create and provide targeted academic intervention materials for the families and train them in their use.
- Monitor the success of the academic intervention materials being done at home by conducting checks for understanding at ReWA program class time

FAMILY ADVOCACY:

- Encourage parent involvement in children's learning and in school activities, e.g. family nights and parent-teacher conferences, online school system.
- Facilitate communication and engagement between students, families, and schools.
- Provide advocacy support to families to ensure they receive appropriate and equitable services from their school/district.

CLASSROOM SUPPORT:

- Attend each program class to provide support for the instructor and to help the students with their homework and program academic lessons.
- Monitor effectiveness of academic interventions being done at home by completing checks for understanding at ReWA program class and assessing student skills development
- Conduct necessary academic interventions during program for the lowest students
- Support the instructor by managing behaviors and communicating and engaging parents in any behavior interventions. Misbehaviors will result in working with the parents and the students to craft individualized behavior plans with the instructor
- Provide translation support
- Step in for the instructor as needed
- Support the instructor in their lessons for the day

GENERAL YOUTH PROGRAM STAFF:

- Communicate and meet regularly with the Youth Program Manager, Program Coordinators and other Youth Program staff to discuss and plan programming, evaluate program and student progress, and ensure program objectives and grant outcomes are being met.
- Drive youth using ReWA's 8-passenger van home from ReWA program class and special field trips.
- Maintain confidentiality when working with youth and families.
- Attend monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Attend at least two professional development trainings and lead at least one teach-back session to Youth Program colleagues per year.
- Compile and submit all paperwork including contract reporting, assessment data, timesheets, and other agency forms in a timely manner.
- Serve as a substitute instructor in the program when necessary.
- Complete other duties as assigned by the Youth Program Manager.

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MINIMUM QUALIFICATIONS:

- Must be bilingual in English and Somali **or** Spanish.
- Must be comfortable and clear when presenting information to youth and adults both in 1-1 and group setting.
- Must have the ability to express oneself effectively, both verbally and in writing, using the English language.
- Must demonstrate commitment to supporting and empowering families from diverse cultures and backgrounds.
- Must have some college experience or familiarity with the American higher education system.
- Must have intermediate computer skills including experience with Excel, Microsoft Word and email programs.
- Must be prompt and up-to-date with case files and reports.
- Must be a reliable communicator by phone, text, and/or e-mail.
- Must be able to pass a Washington State and multi-state background check
- Have a valid driver's license and be willing to present a driving record from the DOL.
- Have access to a reliable vehicle and have current insurance.
- Be willing to work flexible hours and possibly some weekends.
- Have First Aid/CPR training.
- Must be willing and able to drive 8 passenger van with up to 7 Youth in van at a time.

PREFERRED QUALIFICATIONS:

- Have an associate's or bachelor's degree.
- Have a background in education, social services, case management, or youth development work.
- Have a desire and willingness to learn and grow professionally.
- Have familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL PQA).

EOE

To apply:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

Please provide a cover letter and copy of your resume in your application.