



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: Academic Case Manager YJRT
DEPARTMENT: Youth
REPORTS TO: Youth Senior Program Coordinator
STATUS: Non-exempt Regular Full-Time, 37.5 hours per week

SUMMARY: The Academic Case Manager supports the students in our Youth Job Readiness Training Program (YJRT) by bridging the program with their supports at school, and at home to provide wholistic academic, behavioral, and career pathway goals. This position will be the connector from what is happening in the program, schools and to what is happening at home. The Academic Case Manager provides support in the class during the program with the students in their academic and career goal pursuits. During the day, The Academic Case Manager supports the students and works with their families to help them better understand and engage in their youths education and, connecting students to career opportunities. ACM’s help parents remove barriers to student learning and understanding the American Education System. In the afternoon after school homework help and job readiness training for youth occur and, in the evening, there the ACM’s work with their students and families offering educational workshops to better engage with school and increase their financial self-sufficiency. This person also provides translation services and transportation services when necessary.
Most of this positions work is done remotely during COVID – 19 Pandemic.

WORK RESPONSIBILITIES:

OUTREACH AND RECRUITMENT:

- Conduct outreach for recruitment of students and families 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 13-18 high school students and their families for the YJRT program.

CASE MANAGEMENT:

- Maintain up-to-date, complete, and accurate client files, including Individualized Service Plans (ISPs) , academic progress, and reports and evaluations on group project and internships for youth and families.

Refugee Women’s Alliance is an Equal Opportunity Employer.

- In collaboration with Behavioral Health Intake Specialist complete orientation process for youth and family and all enrollment paperwork required by contract, making appropriate referrals.
- Complete intake process and paperwork with each student and family.
- Check in with families at minimum once a month via phone call, video chat, office visit, or home visit if necessary.
- Compile and submit all paperwork including contract reporting, assessment data, timesheets, and other agency forms in a timely manner.
- Offer academic coaching for at home student learning activities.
- Provide internal and external referrals to social services as needed to ensure families receive appropriate support and wrap-around services that address barriers to meeting goals.
- Communicate with students' teachers or counselors to provide and receive information on students' academic progress.
- Recruit internship sites for summer internship
- Place students in internship and complete all appropriate paperwork
- Check in with students regularly during summer internships.
- Maintain all appropriate paperwork for stipends for each student.

FAMILY EDUCATION:

- Work with the Sr. Youth Program Coordinator to provide an orientation for new YJRT families at the start of every new cohort.
- With Instructor develop and present monthly workshops for family members in their preferred languages (Amharic, Somali, Spanish or English).
- Only if in extenuating circumstances provide small group or one-on-one make-up sessions for parents who cannot attend regularly scheduled workshops/trainings.

FAMILY ADVOCACY:

- Assist in facilitating communication and engagement between students, families, and schools.
- Provide advocacy support for families to ensure they connect with appropriate and equitable services from their school/district.

CLASSROOM SUPPORT:

- Attend each program to provide academic and behavioral support in the classroom for subjects such as writing resumes, completing mock interviews, crafting student High School Graduation and Beyond Plans, preparing student projects, and preparing for student internships as well as all other work students are completing
- Support the instructor by managing behaviors and communicating misbehaviors back home. Misbehaviors will result in working with the parents and the students to craft individualized behavior plans with the Sr. Youth Program Coordinator and the instructor, occasionally in extreme situations Senior Director is brought in.
- 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 Senior Program Coordinator and other Youth Program staff to discuss and plan programming, evaluate program and client progress, and ensure program objectives and grant outcomes are being met.

- Work with Program Coordinator to provide monthly data and narrative reports, complete student and family files and any other assigned administration responsibilities.
- Maintain confidentiality when working with youth and families.
- Attend 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.
- Complete other duties as assigned by the Youth Sr. Program Coordinator.

MINIMUM QUALIFICATIONS:

- Must be bilingual in English and Spanish, Somali/Amharic.
- Must be comfortable and clear when presenting information to youth and adults.
- 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 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.
- Be willing to work flexible hours and possibly some weekends
- 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. Be willing to drive youth using ReWA's 8-passenger van

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 First Aid/CPR training.
- Have familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL PQA).
- Have access to a reliable vehicle and have current insurance.

CLOSING DATE: Open until filled

BENEFITS: vacation/sick Pay/holiday/medical/dental/vision

To apply, please go to the link below and follow the instructions. Please provide a cover letter and copy of your resume in your application.

FOR CONSIDERATION:

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

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