



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-Elementary School LEVY

DEPARTMENT: Youth

REPORTS TO: Youth Senior Case Manager

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

SUMMARY: The Academic Case Manager supports the students in our Elementary Levy Youth Program by bridging the program, students’ schools, and their supports at home to provide wholistic academic support. This employee will provide support in the class during the program to support those students in their academic pursuits. When the student portion of the program is not running in class this position works as an academic case manager for the parents ensuring families know how to engage and support their child in their academics in homework help. Academic Case Managers coach parents on academic activities that help students with their learning in subjects that their youth may challenge them. ACM’s help parents remove barriers to student learning and understanding the American Education System. The classroom support works with the students on their homework and academic STEM program exercises. This position also provides translation services and, transportation services home from school.
Most of this positions work is done remotely during COVID – 19 Pandemic.

WORK RESPONSIBILITIES:

OUTREACH AND RECRUITMENT:

- Conduct outreach for recruitment 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 18-22 elementary school students and their families for the program

ACADEMIC CASE MANAGEMENT:

- In tangent with the Behavioral Health Intake Specialist conduct an orientation and enroll 18-22 elementary school students and their families for the program.
- Complete intake process, paperwork with each student and family, maintaining a case load of 20 students/families.

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- Maintain up-to-date, complete, and accurate client files, including Individualized Learning Plans (ILPs) for youth and families.
- Check in with families at minimum once a month via phone call, video call, office visit or when necessary home visit.
- Offer academic coaching for at home student learning activities.
- Provide internal and external referrals to social services as needed to ensure families connect to appropriate support and wrap-around services.
- Communicate with students' teachers or counselors to provide and receive information on students' academic progress.

FAMILY EDUCATION:

- Develop and present bi-monthly workshops on 'How to Engage and Navigate American School System' to family members in their preferred languages (Somali, Spanish or English).
- Educate 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 STEM intervention materials for the families and coach them in their use.
- Monitor the success of the academic STEM intervention materials being done at home by conducting monthly checks for understanding of the material.

FAMILY ADVOCACY:

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

CLASSROOM SUPPORT:

- Attend each program class time to provide academic and behavioral support in the classroom and help the students with their homework and daily STEM exercises.
- Conduct necessary academic homework and STEM interventions during program for the lowest level students
- 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 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 Senior Youth Program Coordinator and other Youth Program staff to discuss and plan programming, evaluate program and student/family progress, and ensure program objectives and grant outcomes are being met.
- 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.

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- Compile and submit all paperwork including contract reporting, assessment data, timesheets, and other agency forms in a timely manner.
- Complete other duties as assigned by the Senior Youth Program Coordinator.

MINIMUM QUALIFICATIONS:

- Must be bilingual in English and Somali or Spanish.
- 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 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.
- Be willing to work flexible hours and possibly some weekends.
- 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 drive ReWA's 8-passenger van to transport students' home.
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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).

EOE

BENEFITS: Medical insurance, dental insurance, life insurance; LTD; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

FOR CONSIDERATION:

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