



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

PROGRAM: Family Empowerment Services

REPORTS TO: Family Empowerment Program Manager

STATUS: Non-exempt, Regular full-time (30 hrs/wk)

LOCATION: ReWA SeaTac and Kent Offices

SUMMARY: Refugee Women's Alliance (ReWA) offers culturally and linguistically competent comprehensive employment services and vocational training opportunities to immigrant and refugee families to promote self-sufficiency and independence.

Employment Case Manager is responsible for developing job opportunities and marketing employee services to potential employers. Acts as liaison between ReWA, DSHS and King County employers; develop job opportunities, support participants to obtain and retain employment, increase their earnings, and meet the State Work first requirements; assess participants needs, develop a service plan and support participants remove barriers to employment, and ensures participant's employability and access to education and training opportunities.

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.

RESPONSIBILITIES:

- Conduct outreach with immigrant and refugee communities, community providers, and case managers to recruit program eligible participants and maintain quality caseload
- 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 solve problems.

Refugee Women's Alliance is an Equal Opportunity Employer.

- Meet job placement and Work Experience (WEX) and Community Services (CS) placement and retention goals monthly.
- Identify and assist participants in removing barriers to employment. Conduct a thorough needs assessment and develop employment plans that will lead to wage progression, career advancement opportunities and increased self-sufficiency.
- Assist and/or enroll both TANF and non-TANF clients into ReWA's ESL and vocational training classes to increase employment possibilities and job retention
- Provide career counseling, job search, and job skills training to successfully find employment in U.S. work force.
- Conduct workshops and skills trainings to prepare refugee and immigrant participants for job search and employment to work in a new work culture
- Assist participants with employment application, job search, resume preparation, and job interviews
- Act as a liaison between employers and participants to ensure positive work performance and long-term retention of employment.
- Complete and submit all required paperwork in a timely, quality, and accurate manner
- Communicate with LEP/ESL instructors on student attendance for monthly EJAS reporting
- Maintain regular follow ups with participants and their employers to ensure appropriate placement was made.
- Provide crisis intervention and assist participants with support services to ensure successful employment retention.
- Participate in staff meetings and training
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associate degree in human services field, and 2 years professional experience in employment and/or vocational training field, or an equivalent combination of education and experience
- Experience in case management, including counseling and coordination of services
- **Fluent in Farsi and Arabic**
- 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 in Washington state
- 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

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

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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