



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 OPENING**

**POSITION TITLE:** Allen Family Center Coordinator  
**REPORTS TO:** Senior Director Family Empowerment  
**STATUS:** Full Time (37.5 hours per week)

### **SUMMARY:**

The Allen Family Center Coordinator is responsible for Coordinating selected operations of the Allen Family Center programs, compiling and preparing monthly/annual reports. The AFC Coordinator represents ReWA at project staff meetings and AFC/ReWA at select community meetings. The coordinator will be the liaison between the AFC, ReWA and the community at large. The coordinator assesses the needs of family's and provides system navigation for families at the AFC. The coordinator provides follow up to ensure that the families are accessing the referrals provided, trouble-shoots and eliminate barriers to services, and monitors their progress toward achieving self-sufficiency.

Must have strong written and oral English skills and be bi-lingual in Somali, Farsi, Eritrean, or Spanish.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

- Complete a strength-based needs assessment and work with clients to develop a self-sufficiency Plan and refer to appropriate programs
- Provide system navigation work with families to identify their needs, research the social services systems and makes referrals to, and then other social services.
- Monitor participants progress weekly during the first month and monthly their after to ensure referral programs are meeting participant needs.
- In collaboration with partners assist with organizing, developing, implementing, and evaluating self-sufficiency workshops, such as financial literacy.
- Maintain quality participant records; complete and submit monthly reports and keep internal client database updated. Track and monitor progress of participants journey to economic and behavioral stability
- Provide quality records, reports, and submit monthly/annually for grants, contracts for Allen Family Center and to Senior Director.
- Participate in staff meetings for Allen Family Center, community meetings, project meetings and trainings.
- Remains in close contact with the case managers to make sure the client's needs are met.
- Works closely with other partners and coordinate Social Service work.
- Develops invoicing tracking tool and works as a liaison between AFC and REWA.
- Other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- Associate degree in human services and at least one-year professional experience as a case manager in human services, or at least two years of experience as a case manager in human services.
- At least one year of experience working with refugees and immigrants or people from other nationalities.
- At least one year of outreach and recruitment experience.
- Bi-lingual and bi-cultural.
- Demonstrated computer skills including knowledge of Excel, WORD, word processing and email programs.

- Strong verbal and written English skills, excellent organizational skills, good interpersonal communication skills, and ability to work independently and as part of a team.
- Must have own transportation, a valid Washington state driver's license, and ability to travel to multiple sites on a regular basis.
- Willingness to work flexible hours (weekend and evening hours when necessary), and with shifting responsibilities.
- Prior experience working with projects that identify and resolve community needs and requires tracking of services and reporting.
- Prior experience working with projects that identify and resolve community needs and work towards collective impact.

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

**TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.