



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: Immigration/Social Services Case Manager
REPORTS TO: Senior Director Family Empowerment
STATUS: Full Time (37.5 hours per week)

SUMMARY: The Social Services case manager is responsible for outreach and recruitment of refugees who have been in the US for less than five years and assisting them with making progress toward economic and personal self-sufficiency and Green Card applications. The Case Manager works with them to assess needs and strengths which is used to develop a self-sufficiency plan, assists them with applications (including Green Cards) and interpretations, assists in organizing, facilitating, and evaluating workshops, refers them to services, trouble-shoots and eliminate barriers to services, and monitors their progress toward achieving self-sufficiency.

Immigration Case Manager, under the supervision of the staff immigration attorney, the Naturalization Case Manager is responsible for assisting lawful permanent residents (LPRs) who want to pursue US citizenship, helping them to complete the necessary forms and connecting them with citizenship classes and other community resources they need to achieve their goal.

Must have strong written and oral English skills and be bi-lingual in Ukrainian/Russian.

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:

SOCIAL SERVICE RESPONSIBILITIES:

1. Conduct outreach and recruitment within the Seattle/South King County community to promote PRIME services and build a quality client caseload.
2. Complete a strength-based needs assessment and work with clients to develop a self sufficiency Plan
3. Communicate with and refer clients to services within ReWA and with community partners to ensure the needs of clients are met.
4. Assist clients with applications (including Green Cards), interpretations, and other methods to promote their access to services.
5. Monitor clients progress weekly during the first month and monthly thereafter.
6. Assist with organizing, developing, implementing and evaluating self-sufficiency workshops.
7. Maintain quality client records; complete and submit monthly reports and keep ReWA's internal client database updated.
8. Provide crisis intervention and advocacy for client support services to ensure program success and the removal of barriers to employment and training.

IMMIGRATION RESPONSIBILITIES

1. Conduct outreach with: ReWA staff and clients, community providers and leaders; local libraries, ethnic community centers and houses of faith, apartment complexes where LPRs tend to reside.
2. Conduct intake of client information and comprehensive assessment of clients' naturalization goals, education needs and the need for other services to help clients achieve naturalization.
3. Refer and/or enroll clients to Citizenship classes, ESL and other services, as appropriate.
4. Under the supervision of staff attorney, assist clients in completing applications, waiver requests and other forms required for naturalization.
5. Keep clients informed, via phone or in person, of the status of their application, after it has been submitted.
6. Maintain client files and program data; Document client progress re: the naturalization process; Complete and submit all required paperwork related to

program reporting to the Education Director, Staff Attorney and Contract Assistant in a timely manner.

7. Work with program staff to evaluate programs, identify needs, and implement new services.
8. Participate in staff meetings, project meetings and trainings.
9. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate's 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.
- Experience with immigration applications
- Bi-lingual (Ukrainian/Russian) and bi-cultural (Ukrainian/Russian Countries).
- Demonstrated computer skills including knowledge of Excel, 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.

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_00001&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.