



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:** Refugee Integration Specialist Case Manager

**REPORTS TO:** Senior Director of Family Empowerment

**STATUS:** Full time – 37.5 hours a week

### **SUMMARY:**

Are you looking for a position that supports our community's vulnerable and marginalized refugee and immigrants to improve their quality of life and create real change? Refugee Women's Alliance mission 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.

As a Refugee integration Specialist you will empower your participants in removing barriers for each person to access immigration, housing, employment, and domestic violence and behavioral health services that are specific to their integration and stability. Our Refugee Integration Specialists empower the people and families we serve to take charge of their own life's direction and gain sustainable independence. The case manager is the main point of contact for participants in the program. The case manager builds a relationship with their participants that support creating a Plan of Care that identify' s short and long-goals and a system to monitor the progress toward those goals until independent integration and stability is achieved. The Refugee Integration Specialist is responsible for outreach and recruitment refugees, humanitarian parolee's, asylee's and immigrants who have been in the US for less than five years and assisting them with working towards their personal self-sufficiency and Green Card applications.

The Refugee Integration Specialist assists in developing, organizing, facilitating and evaluating relevant workshops that fit into participant Plan of Care. Under the supervision of the staff immigration attorney, the Refugee Integration Specialist 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. ReWA also support other immigration application process for Family Petitions, Fee Waivers, Humanitarian Parolee, Work Authorization and Travel documents. Must have strong written and oral English skills and be bi-lingual in Ukrainian and/or Tigrinya.

## **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:**

- Determines nature of client's situation by interviewing client, assessing medical, psychological, emotional, and social information and determining what immigration and community resources participant is requiring for achieving stability.
- Establishes course of action by exploring options and setting goals with participant.
- Obtains assistance for participant by referring him/her to community resources, arranging for appointments and establishing rapport with other agencies.
- Fosters participant's action or adjustment by interpreting attitudes and patterns of behavior, explaining and suggesting new options.
- Maintains records of case by documenting participant's situation and actions.
- Monitors planned actions by periodic follow-up.
- Maintains operations by following policies and procedures, participating in quality reviews and reporting needed changes.

- Maintains participant confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Collaborates with the Seattle/South King County communities to promote services and developing a dynamic caseload contributing to overall family and community success
- Assists clients with applications , interpretations, and other methods to promote their access to services.
- Assist with organizing, developing, implementing and evaluating self-sufficiency workshops.

## **IMMIGRATION RESPONSIBILITIES**

- Promote immigration services with: ReWA staff and clients, community providers and leaders; local libraries, ethnic community centers, faith-based centers, apartment complexes where LPRs tend to reside.
- Conduct intake of client information and comprehensive legal screening for each client
- Under the supervision of staff attorney, assist participants in completing immigration applications, fee waiver requests and other forms.
- Keep clients informed, via phone or in person, of the status of their application, after it has been submitted.
- Assist clients with preparing for their green card or naturalization interviews.
- Provide interpretation for client immigration appointments and interviews, as needed.
- Maintain client files and program data; Document client progress in the naturalization process; Complete and submit all required paperwork related to program reporting in a timely manner.
- Participate in staff meetings, team meetings and trainings.
- 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.
- Experience with immigration applications
- Bi-lingual/bicultural Ukrainian and/or Tigrinya
- 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.

**CLOSING DATE:** Open until filled

**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.