



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**

<b>POSITION TITLE:</b>	<b>Employment Case Manager – East African Languages Speaking</b>
<b>REPORTS TO:</b>	<b>Family Empowerment Program Manager</b>
<b>STATUS:</b>	<b>Full Time (37.5 hours per week)</b>
<b>SALARY:</b>	<b>\$25.00 per hour</b>

### **SUMMARY:**

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 and their family members 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 overcome 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.

### **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:**

- Conduct outreach with immigrant and refugee communities, community providers, and case managers to recruit program eligible participants.
- Conduct a comprehensive needs assessment for the whole family and develop a family self-sufficiency plan and create a strategy to effectively respond to those needs.
- Identify and assist participants in overcoming barriers to employment including connecting them with community resources and assisting in accessing public benefits.
- Develop employment plans that will lead to wage progression, career advancement opportunities and increased self-sufficiency.
- 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.
- 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.
- Track demographic and service data.
- 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 East African languages
- 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

**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.