



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 Housing Case Manager
REPORTS TO: Senior director of Family Empowerment
STATUS: Non-Exempt Regular Full Time (40 hours per week)
SALARY: \$25.00 Per Hour

SUMMARY:

This position is a immigration and housing case manager position that is responsible for outreach and recruitment of refugees who have been in the US for five years and families assisting them with progression toward economic and personal self-sufficiency. The Case Manager assesses needs and strengths which is used to develop a self-sufficiency plan, assists them with immigration applications, such as the N400 This position provides support with connection to services, trouble-shoots and eliminate barriers to services, and monitors progress toward achieving self-sufficiency. This position will advocate for a variety of housing services, including: rental assistance, utility, housing relocation, housing stabilization services and financial assistance services. This position works closely with other ReWA departments to ensure participant is providing comprehensive wrap around services. This position requires excellent customer service.

Must have strong written and oral English skills and be bi-lingual preferred Spanish language or other related population ReWA serves.

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 and recruitment within the Central and South King County community to promote Citizenship and Housing services to build a quality client caseload.
- 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.
- Refer and/or enroll clients to Citizenship classes, ESL and other services, as appropriate.
- Under the supervision of staff attorney, assist clients in completing applications, waiver requests and other forms required for naturalization.
- Keep clients informed, via phone or in person, of the status of their application, after it has been submitted.
- Maintain client files, program databases and program data; Document client progress re: the naturalization process; Complete and submit all required paper work related to program reporting to the Staff Attorney and Program Coordinator in a timely manner.
- Provide crisis intervention and advocacy for client support services to ensure program success and the removal of barriers to promoting self sufficiency.
- Assist with establishing a collaborative partnership between private and public property managers and ReWA housing case managers that helps people leave homelessness and succeed in housing.
- Act as liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the family housing situation.
- Make referrals and connections to appropriate providers and resources to resolve participants barriers for them to be ready for employment.

- Work with ReWA Employment Case Managers to make sure clients employment issue is resolved.
- Provide information to property management staff or unity owner regarding move in and departure of individual's/families.
- Communicate with and refer clients to services within ReWA and with community partners to ensure the needs of clients are met.
- Prepare and submit Citizenship applications for clients, interpretations, and other methods to promote their access to services.
- Monitor clients progress weekly during the first month and monthly their after.
- Maintain quality client records; complete and submit monthly reports and keep ReWA's internal client database updated.
- Participate in staff meetings, project meetings and trainings.
- 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 immigration, human services, or at least three years of experience as a case manager in immigration and human services.
- At least one year of experience working with refugees and immigrants or people from other nationalities with deep understanding of refugees and immigrants' barriers and immigration needs
- At least one year of outreach and recruitment experience.
- Bi-lingual and bi-cultural (Spanish preferred).
- 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, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

TO APPLY:

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.