



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:** Job Readiness Instructor and Case Manager  
**REPORTS TO:** Senior Director of Family Empowerment  
**STATUS:** Non-exempt Regular Part Time (20 hrs/wk)

### **SUMMARY:**

Provide English Language Learners Job Readiness Certification with focus on Home Care Aide vocabulary, skills and employment. The instruction will also include digital literacy and life skills instruction. The position will also provide case management support so that students obtain successful employment. Assisting students in securing successful employment/internships involves partnership development with HCA provider agencies, long term care facilities, hospitals and other private medical facilities for internships and employment. In this position you will provide instruction and case management often for a student's first time employment. This position will plan and assist in implementing outreach strategy's for recruiting TANF students, compiling and preparing reports. Assist in conducting orientations & CASAS/ELL Testing; coordinate the Job Readiness certification class component of programs: schedule classes, assist with intake and enrollment, train assistant instructors and volunteers and provide guidance, assure student files are properly maintained.

### **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**

### **INSTRUCTION RESPONSIBILITIES**

- Teach an integrated Home Care Aide job readiness course with ReWA developed curriculum.
- Prepare lesson plans and provide instruction to class participants
- Complete weekly activity logs and attendance logs.
- Assist in completing orientations, intakes, assessments and monthly student reportings
- Provide ESL digital literacy classes and Life Skills classes using ReWA curriculums and provide for HCA students; digital literacy 4 times a year; Life Skills 1 time per year.

### **CASE MANAGEMENT RESPONSIBILITIES**

- Complete a comprehensive evaluation (CE) and intake with each participant to enroll them in WorkFirst (WF) class.
- Refer prospective participants who cannot be enrolled in the class due to their ESL level to ReWA or other existing ESL classes for level gain and re-testing.
- Eliminates barriers so participants can complete the class successfully.
- Assist, as needed, the program coordinator to foster relations with potential internship sites and employers that can hire students who complete WorkFirst Customized Job Skills Training (CJST).
- Conduct outreach recruitment with Department of Social and Health Services staff, ReWA employment staff and other service providers to promote WF HCA and build a quality participant caseload.
- Coach participants on interview skills, as needed. Assist participants in writing targeted resumes.
- Responsible for participant progress and job placement/wages/retention.
- Track data spreadsheets and databases through data entry and comprehensive case notes. Must meet contract goals for job placement, training completion, and job retention.
- Document clients' participation hours and case notes.
- Participate in staff meetings, project meetings and trainings
- Other related duties as assigned

## MINIMUM QUALIFICATIONS

- Demonstrated knowledge of Home Care Aide and Adult Education.
- Proficient English language skills, oral and written.
- At least one year of professional teaching experience in an Adult Education/ESL learning settings, preferably with Home Care Aide or medical instruction, at least one year of experience teaching adults in a community-based setting,
- Proactive decision making and excellent problem solving skills
- Experience with a variety of teaching methods or curricular perspectives.
- Experience teaching refugees and immigrants.
- Excellent interpersonal and communication skills.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs
- Willingness to work flexible hours (evenings and weekend hours when necessary), and with shifting responsibilities

## PREFERRED QUALIFICATIONS:

- Bachelor degree in related field/or professional training in teaching adults
- State-Approved Home Care Aid Worker or Familiarity with state regulations (75-Hour HCA Certification, HCA State Exam, HCA Curriculums)
- At least one year of experience teaching ESL or job readiness skills
- At least one year of case management experience.
- At least one year of experience with outreach & recruitment.
- Bilingual in English and Somali, Tigrinya, Amharic, or Arabic

**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](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.