



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: Academic Case Manager-Elementary School STEAM (Science, Technology, Engineering, Art, and Math) PROGRAM – Spanish Speaking

REPORTS TO: Youth Manager

STATUS: Non-Exempt Regular Full Time (37.5hours per week)

SALARY: \$26.50 Per Hour

SUMMARY:

This job supports the students in our Elementary STEAM Program Youth Program by bridging the program, students' schools, and their supports at home to provide wholistic academic support.

This employee will provide support in the class during the program to support those students in their academic pursuits. When the student portion of the program is not running this position works as an academic case manager for the parents' ensuring families know how to engage and support their child in their academics. They do this by coaching parents on academic activities they can do at home, helping them remove barriers to learning, and helping parents understand the American Education System. In the afternoon, this position serves in the classroom to work with the students on their homework and academic STEM (Science, Technology, Engineering, and Mathematics) program materials. This person also provides translation services and transportation services home from school.

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:

OUTREACH AND RECRUITMENT:

- Conduct outreach for recruitment with community providers, schools, and families; provide information about programs, the goals & objectives of the programs, and how programs will benefit students and their families.
- Recruit and enroll 18-22 elementary school students and their families for the program

ACADEMIC CASE MANAGEMENT:

- Maintain up-to-date, complete, and accurate client files, including Individualized Learning Plans (ILPs) for youth and families.
- Check in with families at minimum once a month via phone call, video call, office visit or when necessary, home visit.
- Provide internal and external referrals to social services as needed to ensure families connect to appropriate support and wrap-around services.
- Communicate with students' teachers or counselors to provide and receive information on students' academic progress.

FAMILY EDUCATION:

- Develop and present bi-monthly workshops on 'How to Engage and Navigate American School System' to family members in their preferred languages (Somali, Spanish, or English).
- Educate the parents to better understand the American education system, and what their role as parents is inside of the system
- Work with the Instructor to create and provide targeted academic STEM intervention materials for the families and coach them in their use.
- Monitor the success of the academic STEM intervention materials being done at home by conducting monthly checks for understanding of the material.

FAMILY ADVOCACY:

- Encourage parent involvement in children's learning and in school activities, e.g., family nights and parent-teacher conferences.

- When needed facilitate communication and engagement between students, families, and schools.
- Provide advocacy support and together with families ensure they receive appropriate and equitable services from their school/district.

CLASSROOM SUPPORT:

- Attend each program class time to provide support to the instructor and to help the students with their homework.
- Conduct necessary academic homework and STEM interventions during program for the lowest level students
- Support the instructor by managing behaviors and communicating misbehaviors back home. Misbehaviors will result in working with the parents and the students to craft individualized behavior plans with the instructor
- Provide translation support
- Step in for the instructor as needed
- Support the instructor in their lessons for the day

GENERAL YOUTH PROGRAM STAFF:

- Communicate and meet regularly with the Youth Manager and other Youth Program staff to discuss and plan programming, evaluate program and student/family progress, and ensure program objectives and grant outcomes are being met.
- Maintain confidentiality when working with youth and families.
- Attending monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Attend at least two professional development training courses and lead at least one teach-back session to Youth Program colleagues per year.
- Compile and submit all paperwork including contract reporting, assessment data, timesheets, and other agency forms promptly.
- Serve as a substitute instructor in the program when necessary.
- Complete other duties as assigned by the Youth Manager.

MINIMUM QUALIFICATIONS:

- Must be bilingual in English and Somali or Spanish.
- Must be comfortable and clear when presenting information to youth and adults.
- Must have the ability to express oneself effectively, both verbally and in writing, using the English language.
- Must demonstrate commitment to supporting and empowering families from diverse cultures and backgrounds.
- Must have some college experience or familiarity with the American higher education system.

- Must have intermediate computer skills including experience with Excel, Microsoft Word, and email programs.
- Must be prompt and up to date with case files and reports.
- Must be a reliable communicator by phone, text, and/or e-mail.
- Must be able to pass a Washington State and multi-state background check.
- Be willing to work flexible hours and some weekends.
- Have a valid driver's license and be willing to present a driving record from the DOL.
- Have access to a reliable vehicle and have current insurance.
- Be willing to drive ReWA's 8-passenger van to transport student's home.
-

PREFERRED QUALIFICATIONS:

- Have an associate's or bachelor's degree.
- Have a background in education, social services, case management, or youth development work.
- Should have a desire and willingness to learn and grow professionally.
- Have First Aid/CPR training.
- Have familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL (SOCIAL EMOTIONAL LEARNING) (Social and Emotional Learning) PQA (Program Quality Assessments)).

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.