



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 Announcement

**POSITION TITLE:** Afghan Social Service Case Manager (PRIME)  
**DEPARTMENT:** Family Empowerment (SeaTac Office)  
**REPORTS TO:** Senior Director of Family Empowerment  
**STATUS/PAY:** Non-exempt Regular Full Time (40 hrs/wk)

**SUMMARY:** This position is a social services case manager position that is responsible for outreach, recruitment, and case management of refugees from Afghanistan who have been in the US since October of 2021. This position assists refugees from Afghanistan newly arrived with progression toward economic and personal self-sufficiency in their resettlement in the U.S. The Case Manager assesses needs and strengths which is used to develop a self-sufficiency plan, including assistance with: applications (for immigration, public benefits, health insurance), enrolling children in school and helping parents navigate school system, job search, housing, banking, and language support. The Case Manager assists in connecting participants to ReWA and other workshops, 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 assistance, 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 in Farsi, Pashtu or, Dari

### RESPONSIBILITIES:

- Conduct outreach and recruitment within the Central and South King County community to promote the Afghan Assistance Services to build a quality revolving client caseload, topping out at minimum 50 ongoing case management caseload.
- Complete a strength-based needs assessment and work with clients to develop a self-sufficiency Plan with refugees from Afghanistan.
- Provide crisis intervention and advocacy for client support services to ensure program success and the removal of barriers.
- Communicate with and refer clients to services within ReWA and with community partners to ensure the needs of clients are met.
- Connect participant's with appropriate immigration, housing, ESL, and employment services, and other methods to promote their access to services.
- Monitor clients' progress weekly to monthly, sometimes daily until exit out of the program to other ReWA or external program or Resettlement Agency.
- Connect to ReWA or other self-sufficiency or educational workshops or support group.

**Refugee Women's Alliance is an Equal Opportunity Employer.**

- 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 from U.S. or home county, and at least one year professional experience as a case manager in human services, or at two years of experience as a case manager in human services.
- At least one year of experience working with refugees with deep understanding of refugees and immigrants barriers and housing needs
- At least one year of outreach and recruitment experience.
- Bi-lingual and bi-cultural Farsi/Pashtu/Dari.
- 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, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**To Apply:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101\\_000001&jobId=457123&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&jobId=457123&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.

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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.

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