



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: Employment Case Manager
REPORTS TO: Director of Family Support Programs
STATUS: Non-exempt, regular 40 hours a week
LOCATION: ReWA SeaTac and Kent Offices

SUMMARY: Refugee Women's Alliance mission 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.

As Employment Case Manager, you will support immigrant and refugee participants to obtain, retain and advance in employment by providing job search training, job search assistance, job placement and retention services. You will empower participants in removing barriers to employment and accessing training opportunities. You will develop job opportunities, and act as liaison between ReWA, DSHS and King County employers.

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.

RESPONSIBILITIES:

- Conduct outreach with immigrant and refugee communities, community service providers, and partners to recruit program eligible participants for employment and ESL program.
- Conduct a thorough assessment of client's overall situation including strengths and assets, needs, barriers, and community resources participant required for achieving stability and self-sufficiency.
- Develop employment plan that will lead to employment, career advancement and increased self-sufficiency.

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- Assist and encourage participants and their families to improve their employment prospects through participation in job search, training, and education activities to obtain living wage employment.
- Provide job development with employers that offer better employment opportunities including better pay and benefits, career advancement and professional growth opportunities.
- Develop opportunities for participants to gain work-experience through internship and volunteering.
- Assist participants to overcome barriers to employment including coaching participants in system navigation to access information and resources, and assist with applications, referrals, interpretations, and other methods to promote their access to services.
- Provide job search training, job search to help participants obtain, retain, and advance in employment.
- Co-teach ReWA Job Readiness workshop to prepare refugee and immigrant participants for employment in a new work culture.
- Assist participants with job search, resume preparation, job interview preparation, and through the hiring process.
- Act as a liaison between employers and participants to ensure positive work performance and long-term retention of employment.
- Complete FSSP plans.
- Document client services and progress in eJAS and keep complete client files.
- Maintain regular contacts with clients and employers to ensure their continued employment; offer counseling and case management support to help clients resolve barriers to continued employment.
- Maintains operations by following policies and procedures, participating in quality reviews and reporting needed changes.
- Maintains participant confidence and protects operations by keeping information confidential.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in human services, and at least one-year professional experience as a case manager in human services including in employment and/or vocational training field, or an equivalent combination of education and experience.
- Bilingual in **Ukrainian**.
- 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 a reliable transportation, and ability to travel to multiple sites on a regular basis.
- Willingness to work flexible hours (weekend and evening hours when necessary),

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- 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/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&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.

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