



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: HCA Case Manager / Community Outreach

PROGRAM: Family Empowerment

REPORTS TO: Senior Director Family Empowerment

STATUS/PAY: Non-Exempt Regular Part Time (40 hours per week)

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 limited case management support so that students obtain successful employment. Community Engagement is one of the primary responsibilities for maintaining a strong pipeline of eligible students for the program and this involves engaging community and partnership development with HCA provider agencies, other community-based organizations, community centers, attending community events and strong internal relationships with other ReWA case managers. This position will plan and assist in implementing outreach strategy's for recruiting eligible students, compiling and preparing reports. Assist in conducting orientations; coordinate the Job Readiness certification class component of programs: schedule classes, assist with intake and enrollment and assure student files are properly maintained.

RESPONSIBILITIES

Community Outreach

- Network and maintain contacts with representatives of other social service providers to ensure pipeline of eligible students.
- Research, establish, and maintain a strong connection and partnership with community organizations for healthy outreach and continuous pipeline of students
- Identify and develop strategic partnership with agencies that offer Vocational Job Skills Training Opportunities such as in Construction Trade & Manufacturing apprenticeship that will lead to better employment.
- Identify and develop strategic partnership with agencies that offer Internship Training Opportunities such as in Computer Science or Engineering apprenticeships that will lead to better employment.

Case Manager

- Provides case management for participants who are seeking careers in HCA that may lead to job promotions, responsibilities and increases in salary.
- In tangent with HCA Program Coordinator and Senior Director identify and develop strategic partnership with agencies or colleges that offer Internship Training Opportunities or education pathways for students in the medical field examples are CNA/MA or RN that will lead to better employment.

- Responsible for helping students to find employment within the home care aid or medical field.
- Reduce barriers for refugees and immigrants in advancing positions and income that sustains and stabilizes their family
- In tangent with HCA Job Readiness Instructor/Case Managers practice with participants on interview skills, as needed. Assist participants in writing targeted resumes.
- Responsible for participant HCA student progress toward full State Certification 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.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Certified Nursing Assistant, Medial Assistant, or education in Public Health, Nursing, or related field.
- Strong English proficiency, written and oral.
- At least two years of demonstrated experience in teaching adult English Language learners some combination of literacy and phonetics skills.
- Willingness to become certified in ESL assessment and competency testing.
- Proactive decision making and excellent problem-solving skills.
- Strong computer skills and proficiency in Microsoft Office software.
- Fundamental knowledge of and experience in curriculum development.
- Effective prioritizing, organizational and multi-tasking skills.
- Experience working with immigrants and refugees; ability to establish effective working relationships with multi-cultural staff, clients, community representatives and the general public.
- Highly positive with enthusiastic style; capable of motivating students.
- Ability to work as an effective team member in a multicultural organization.
- Must be self-starter and dependable with strong problem-solving skills and good judgment.
- Proficient in Microsoft programs; excel, word, power point, publisher, etc..
- Bi-lingual preferred- preferably East African
- Must have reliable transportation.
- Must be willing to work evenings and weekends, as needed.

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&ccld=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.