

JOB POSTING

Position Title: Case Manager

Department: Resettlement

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Provide case management services to Haitian/Cuban entrants, asylees, victims of trafficking and refugees
- Assist clients in successfully transitioning to life in the USA and becoming self-sufficient as soon after arrival as possible
- Refer clients to services such as: legal, housing, food pantries, ESL and employment programs, youth, mental health, and other benefits as applicable
- Provide support for clients in a variety of settings including employers, schools, medical facilities, government offices and other services as needed
- Attend health screenings and additional medical appointments with clients as needed
- Monitor client progress for 90 days in all areas and follow up as needed
- Maintain professional relationships with partner agencies to secure wider support for clients

Qualifications

- **Fluent in oral and written English**
- **Must have a valid driver's license and use of a reliable car**
- Experience working with refugees is strongly preferred
- Willing to conduct outreach within Chicago and suburban communities
- Comfortable working in a variety of settings, i.e. office, client homes, schools
- Must be flexible and willing to work evenings and weekends if needed
- Must be highly organized and proficient in creating strong interpersonal relationships
- Must have strong computer skills including: Microsoft Office, Outlook, Word and Excel
- Ability to work under pressure, multi-task and have attention to detail
- COVID-19 Vaccination required

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org.