

JOB POSTING

Position Title: Ukrainian Case Manager

Department: Resettlement

Location: Norridge

Job Type: Full-Time

Responsibilities

- Provide case management services to clients including: applying for public benefits, EAD cards, social security cards and other benefits as applicable
- Provide interpretation for refugee adults, children and families
- Provide community outreach
- Assist RefugeeOne's Immigration and Resettlement teams with interpretation
- Provide follow-up to clients being assisted by RefugeeOne
- Assist clients in successfully transitioning to life in the USA and becoming self-sufficient as soon after arrival as possible

Qualifications

- **Fluent in oral and written English and Ukrainian**
- 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, SharePoint and Teams
- Ability to work under pressure, multi-task and have attention to detail

Generous benefits package included with full-time employment.

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

NO PHONE CALLS PLEASE