

Job Posting **Case Manager for Asylum Seeker Program (Spanish Speaker)**

Position Title: Case Manager for Asylum Seekers

Report To: Director, Resettlement Services

Date: January 04, 2021

RefugeeOne is seeking a Full-Time (40hrs. per week) Case Manager to work with Asylum Seekers. Case management services include providing referrals to legal services, housing resources, community resources, English language training and organizations offering financial assistance, employment opportunities and mental health services.

Job Responsibilities:

- Provide a bridge between RefugeeOne and the asylum seeking population in Chicago.
- Refer to other RefugeeOne programs and outside services as needed and provide mediation when necessary.
- Provide follow up on self-sufficiency plans
- Accompany clients to appointments if needed
- Provide interpretation and translation as needed
- Assist clients in successfully transitioning to life in Chicago

Requirements:

- Bachelor's degree or equivalent
- Social Work degree/experience preferred
- Fluent spoken and written Spanish
- Exceptional organizational and interpersonal skills
- Cross- cultural experience
- Strong computer skills, including Microsoft Office, Outlook, Word, and Excel
- Ability to work under pressure and multi- task
- Use of a car and clean driver's license

Salary: Competitive, commensurate with skills. Excellent benefits package

**Please send your cover letter and resume to Jan Douglas at jdouglas@refugeeone.org
No phone calls, please.**