

Internal Job Posting

Position Title: Intensive Case Manager
Report To: Resettlement Services Director
Date: February 2020

Organization:

RefugeeOne has a national reputation for its success in helping refugees fleeing war, terror, and persecution to build new lives of safety, dignity, and self-reliance. RefugeeOne has a remarkably diverse staff of 40 people who collectively speak 35 languages. RefugeeOne has been resettling refugees in the Chicago area since 1982. For more information, visit refugeeone.org.

Job Function:

The Intensive Case Manager will provide coordinated, holistic services to high –risk refugees, asylees and their families. These clients have usually been in the USA a few months and have intensive needs. This position will also provide case management services for our Matching Grant program, a fast track employment program.

Education/Experience:

Bachelor's degree preferred.

Previous case management/employment experience. Spanish would be an added asset.

Exceptional organizational and interpersonal skills; cross cultural experience; strong computer skills, including working knowledge of Microsoft Office, Outlook, Word, and Excel; ability to work under pressure, multi-task and attention to detail necessary. Access to a car essential.

Time Commitments:

Full Time
Must be available for special events and training
Must attend all-staff quarterly meetings and events

Salary: Competitive, commensurate with skills
Excellent benefits package

To apply, send resume and cover letter to Jan Douglas, at jdouglas@refugeeone.org