



Internal Job Posting

Position Title: Full-Time Case Manager (Spanish Speaking)

Report To: Director, Resettlement Services

Date: September 2020

RefugeeOne is seeking a Full-Time (40hrs. per week) Case Manager for our growing Spanish speaking populations.

Job Function:

- Provide coordinated, holistic case management services to newly arrived refugees, immigrants and asylees and their families.
- Help clients apply for public benefits, attend health screening and additional medical appointments as needed
- Refer to other RefugeeOne programs and outside services as needed
- Provide follow up on self-sufficiency plans
- Apply for other benefits as applicable
- Assist clients in successfully transitioning to life in Chicago

Requirements:

- Bachelor's degree or equivalent
- 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 call please