



Job Posting

Position Title: **Interpreter/Case Manager**

Department: **Resettlement**

Job Type: **Part-time**

RefugeeOne is seeking a part-time Interpreter/Case Manager to work with Haitians

Responsibilities:

- Provide case management services
- Assist in completing applications
- Provide Community Outreach
- Assist RefugeeOne's Immigration and Resettlement team with Interpretation
- Provide follow-up to clients being assisted by RefugeeOne
- Assist clients in successfully transitioning to life in the US

Qualifications:

- Fluent in oral and written Creole
- Valid Driver's license and use of a reliable car
- Experience working with refugees is preferable
- Willing to conduct outreach within the Chicago and Suburban Haitian 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
- Highly organized; strong interpersonal relationships; 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.

COVID 19 Vaccination required

Salary: Commensurate with credentials and experience. Excellent benefits package.

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

NO PHONE CALLS PLEASE