



refugeeone.org

Case Manager
Internal Job Posting
October 7, 2021

Position Title: ***Case Manager***
Department: Resettlement Services

Job Function: Provide coordinated, holistic case management services to newly arrived refugees 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 referrals as needed; provide follow up on self-sufficiency plans; apply for other benefits as applicable; and assist clients in successfully transitioning to life in Chicago.

Job Type: Full time

Experience: Case management and inter- cultural experience helpful

Education: Bachelor's degree preferred

Requirements: Highly organized; strong interpersonal relationships; 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.

Must have a car, valid driver's license, and clean driving record.

Salary: Competitive salary and benefits

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

NO PHONE CALLS, PLEASE.
