

## JOB POSTING

**Position Title:** Case Manager

**Department:** Resettlement

**Location:** West Rogers Park

**Job Type:** Full-Time

### Responsibilities

- Provide case management services to clients including: picking up clients from the airport, orienting them to their new home and neighborhood, applying for public benefits, EAD cards, social security cards and other benefits as applicable
- Provide support for clients in a variety of settings including employers, schools, medical facilities, government offices and other services as needed
- Attend health screening and additional medical appointments as needed
- Refer to other RefugeeOne programs and outside services as needed
- Provide services to clients being assisted by RefugeeOne for up to five years
- Assist clients in successfully transitioning to life in the USA and becoming self-sufficient as soon after arrival as possible

### Qualifications

- **Fluent in oral and written English**
- **Must have a valid driver's license and use of a reliable car**
- Experience working with refugees is strongly preferred
- Willing to conduct outreach within Chicago and suburban 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
- Must be highly organized and proficient in creating strong interpersonal relationships
- Must have strong computer skills including: Microsoft Office, Outlook, Word and Excel
- Ability to work under pressure, multi-task and have attention to detail
- **COVID-19 Vaccination required**

Salary: commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org).

**NO PHONE CALLS PLEASE**