



### **Internal Job Posting**

**Position Title:** *Afghan Case Manager*

**Department:** Resettlement Services

**Job Function:** Provide coordinated, holistic case management services to newly arrived Afghan 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 services 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.

**Requirements:**

- Bachelor's degree or equivalent
- Fluent Pashto, Dari and other Afghan languages;
- 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

**Competitive Salary** plus excellent benefit package

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