

JOB POSTING

Position Title: Case Manager – Spanish speaking

Department: Resettlement

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Provide case management services 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 interpretation 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 Spanish**
- **Must have a valid driver's license and use of a reliable car**
- Experience working with refugees is preferable
- 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.

NO PHONE CALLS PLEASE