

JOB POSTING

Position Title: Case Aide/Interpreter

Department: Resettlement

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Provide interpretation for refugee adults, children and families
- Transport clients to and from appointments
- Help clients apply for public benefits, attend health screenings and additional medical appointments as needed
- Refer to other RefugeeOne programs and outside referrals as needed
- Provide follow up on self-sufficiency plans
- Assist clients in successfully transitioning to life in Chicago

Education/Technical Proficiencies

- **Fluent oral and written in both Swahili and Kinyarwanda**
- **Must have a valid driver's license and use of a reliable car**
- Minimum 1 year of experience as an interpreter
- Experience working with refugees
- 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 attention to detail necessary
- Additional fluency in French or Lingala language is preferred
- 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