



Position: Case Manager, Unaccompanied Children and Anti-Human Trafficking Programs

Department: Refugee Services

Reports To: Micaela Schuneman, Director of Refugee Services

FLSA Status: 1.0 FTE, Exempt

Description:

The Case Manager will provide direct services to clients of two programs: Unaccompanied Children (UAC) Program and the Anti-Trafficking Program. The UAC program provides services to non-U.S. citizen children under the age of 18 who have been apprehended at the U.S. border and are reuniting with family members or friends in Minnesota, North Dakota, or South Dakota. The case manager will conduct safety assessments of the sponsor's home, assist with enrollment in school, and connect the child to services including mental health counseling, medical clinics, and legal representation.

The International Institute of Minnesota's Anti-Human Trafficking program provides comprehensive case management and client funding to contribute to survivors' long-term healing and recovery from the trafficking experience. The Anti-Human Trafficking program assists foreign-born victims of human trafficking to connect with services in the community, including legal services, medical services, and housing.

Finally, the case manager will coordinate and facilitate at least one support group per week for Institute clients and students. The goal of the support group will be to introduce the concept of behavioral health services and assist clients with stress relief and emotional coping strategies.

Experience and Qualifications:

- Commitment to the human rights and general welfare of refugees and immigrants.
- Must be capable of working in a fast-paced, multicultural office environment, take initiative, and be able to handle and prioritize multiple assignments at once.
- Must clear background check.
- Must have valid driver's license, insurance, and own car and be willing to transport clients in your vehicle.
- Bachelor's degree of Social Work required, MSW preferred.
- Appropriate licensure level from the Minnesota Board of Social Work required.
- Bilingual in Spanish and English required.
- Must have flexible schedule and be willing to travel out of state when needed.
- Experience with direct client services (i.e. case management or advocacy) required.
- Strong ability to respond to and manage crisis situations with clients. Knowledge of the dynamics of trauma and trauma-informed care.
- Experience in victim services such as domestic violence, sexual assault, child welfare and/or trafficking preferred.
- Experience with group work (psycho-education/therapy).

- Knowledge of different systems and how they impact clients - such as criminal justice systems, immigration and refugee systems, health and human services.
- Strong written and verbal communication skills.

Duties:

- Provide direct services to up to 13 unaccompanied children at one time; services include but are not limited to intake, safety and needs assessment, case management, informal emotional support, transportation, assistance with referrals for housing, food, medical, legal, mental health, and other community resources related to basic needs.
- Travel to meet with UAC clients throughout Minnesota, North Dakota, and South Dakota as needed.
- Provide direct services to approximately 10 trafficking survivors per year; services include but are not limited to intake, safety and needs assessment, case management, informal emotional support, transportation, assistance with housing, food, and referrals to other community resources.
- Manage funds allotted per Anti-Trafficking client and maintain required documentation.
- Participate in the maintenance and development of the UAC and Anti-Trafficking programs through monthly coordinator calls, meetings, and written reports.
- Maintain organized files and timely, detailed case notes, and client reports.
- Coordinate and facilitate at least one support group per week for Institute clients and students, mostly refugees and survivors of human trafficking.
- Participate in annual Festival of Nations.
- Other duties as assigned.

To apply: Submit cover letter and resume to Micaela Schuneman via email (mschuneman@iimn.org) by **January 26, 2018**. *No phone calls or walk-ins please.*