



INTERNATIONAL INSTITUTE  
*of Minnesota*

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**Position: Case Manager, Unaccompanied Children Program**

**Department:** Refugee Services

**Reports To:** Micaela Schuneman, Director of Refugee Services

**FLSA Status:** 1.0 FTE, Exempt

**Prepared Date:** 2/18/19

**Description:**

The Case Manager will provide direct services to clients of the Unaccompanied Children (UC) Program. The UC program provides services to non-U.S. citizens under the age of 18 who have been apprehended by U.S. immigration authorities and are reuniting with family members or friends in Minnesota, North Dakota, or South Dakota. The case manager will conduct safety assessments of the potential home, and connect the children to supportive services after release.

The case manager will also coordinate and facilitate 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 coach clients in stress management 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 FBI background check.
- Must have LISW or LICSW from Minnesota Board of Social Work.
- Must have valid driver's license, insurance, and own car and be willing to transport clients in your vehicle.
- Bilingual in Spanish and English required.
- Must have flexible schedule and be willing to travel out of state when needed.
- Should have experience with direct client services (i.e. case management, therapy, or advocacy).
- Strong ability to respond to and manage crisis situations with clients.
- Knowledge of the dynamics of trauma and trauma-informed care.
- Should have experience in child welfare, family preservation and/or foster care/adoption and experience working with immigrant populations.
- Experience with group work (psycho-education/therapy).
- Knowledge of different systems and how they impact clients - such as criminal justice system, immigration system, health and human services.
- Strong written and verbal communication skills.

**Duties:**

- Must be able to visit a potential sponsor's home and assess suitability of conditions for a child.

- Must be able to conduct home studies within 10 days of acceptance of referral.
- Provide direct services unaccompanied children including: safety and needs assessment, trauma-informed case management, supportive counseling, transportation, assistance with referrals for housing, food, medical, legal, mental health, and attendance at immigration court hearings.
- Travel to meet with UC clients throughout Minnesota, North Dakota, and South Dakota as needed.
- Participate in the maintenance and development of the UC program through monthly coordinator calls, meetings, and written reports.
- Maintain organized files and timely, detailed case notes and client reports.
- Coordinate and facilitate one support group per week for Institute clients and students, mostly refugees and survivors of human trafficking.
- Participate in annual Festival of Nations.
- Adhere to NASW Code of Ethics
- Other duties as assigned.

**To apply:** Submit cover letter and resume to Micaela Schuneman via email ([mschuneman@iimn.org](mailto:mschuneman@iimn.org)) by **March 13, 2019**. *No phone calls or walk-ins please.*