



Position: Temporary Case Manager, Unaccompanied Children Program

Department: Refugee Services

Reports To: Micaela Schuneman, Director of Refugee Services

FLSA Status: 0.8 FTE (30 hours/week), Contract position

Contract Length: 10/15/19 – 3/31/20

Prepared Date: 8/21/19

Description:

The Temporary Case Manager will provide direct services to clients of the Unaccompanied Children (UC) program while the case manager is on leave. The UC program provides services to non-U.S. citizens under the age of 18 who are in the custody of the Office of Refugee Resettlement and are reuniting with family members or friends in Minnesota, North Dakota, or South Dakota. The case manager will conduct home studies and provide post-release services. This is a temporary, contract position.

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 criminal background check.
- Must have MSW and at least LGSW 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.
- Must be bilingual in Spanish and English.
- Must have flexible schedule and be willing to travel out of state when needed.
- Experience with direct client services (including case management or therapy).
- Strong ability to respond to and manage crisis situations with clients.
- Knowledge of the dynamics of trauma and trauma-informed care.
- Experience in child welfare, family preservation, and/or foster care/adoption and experience working with immigrant populations.
- 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.
- Familiarity with Microsoft office programs, particularly Word and CRM databases preferred.

Duties:

- Visit potential sponsors' homes and assess suitability of conditions for a child within 10 days of acceptance of case referral.
- Provide direct services to 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 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.
- Adhere to NASW Code of Ethics

To apply: Submit cover letter and resume to Micaela Schuneman via email before September 16, 2019 (mschuneman@iimn.org). *No phone calls or walk-ins please.*