



Job Title: Temporary Case Manager, Anti-Human Trafficking Program

Department: Refugee Services

Reports To: Micaela Schuneman, Director of Refugee Services

FLSA Status: 1.0 FTE, Exempt; temporary from December 10, 2019 – March 31, 2020, with possibility for transition to staff position.

Prepared Date: 11/20/19

Description: The Anti-Human Trafficking program at the International Institute of Minnesota provides direct services to foreign-born survivors of sex and labor trafficking in the Twin Cities metro-area counties. The case manager provides and coordinates social services for survivors by collaborating with healthcare providers, housing services, community agencies, federal and state law enforcement, prosecutors, and immigration and civil attorneys to ensure clients' access to comprehensive services.

Position Duties and Responsibilities:

Anti-Trafficking Case Management

- Provide direct services to approximately 30 trafficking survivors per year in the Twin Cities metro-area; services include but are not limited to intake, safety and needs assessment, informal emotional support, transportation, assistance with housing, food, and referrals to other community resources.
- Manage funds allotted per client and maintain/submit required documentation.
- Participate in the maintenance and development of the program through coordinator calls, service calls, and monthly reports.
- Meet bi-weekly with program team and program supervisor.
- Maintain organized case files and entries into CRM database.
- Other duties as required.

Position Requirements (Experience and Qualifications):

- Commitment to the human rights and general welfare of asylum-seekers, refugees, and immigrants.
- Bachelor of Social Work or equivalent degree.
- Bilingual in Spanish and English required.
- Flexible schedule required – ability to work some evenings and early mornings.
- Experience in victim services such as domestic violence, sexual assault, child welfare, and/or trafficking preferred.
- Experience with direct client services (i.e. case management or advocacy) preferred.
- Knowledge of the dynamics of trauma and trauma-informed care.

- Knowledge of different systems (criminal justice systems, immigration and refugee systems, health and human services) and how systems impact crime victims.
- Must be able to clearly communicate and work with various law enforcement entities and immigration professionals.
- Ability to communicate with diverse populations.
- Ability to manage and track client funds.
- Valid MN driver's license and access to vehicle; willingness to transport clients in your car.

To apply: Submit cover letter and resume to Micaela Schuneman via email by December 4, 2019 (mschuneman@iimn.org). *No phone calls or walk-ins please.*