



Job Title: Case Manager, Anti-Trafficking Program

Department: Refugee Services

Reports To: Director of Refugee Services

FLSA Status: Full-time, Exempt

Updated: 6/21/2021

Salary Range: \$40,000 – 43,000 (depending on experience)

Organization Description:

Since 1974 the International Institute of Minnesota (the Institute) has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 13,000 New Americans achieve U.S. citizenship since 2001. The Institute's annual Festival of Nations fosters community and honors culture and traditions of 100 unique ethnic communities. From 2012 to 2018, the Institute experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, the Institute's programs continue to be important abroad and in Minnesota.

Position Purpose:

The Case Manager will provide direct services to survivors of sex and labor trafficking in the Twin Cities metro-area counties. The social services include connection to federal and state law enforcement, immigration and civil attorneys, housing, healthcare, and other resources ensuring access to comprehensive services.

Please note that all Institute staff are currently working from home due to the COVID-19 pandemic. We do not know when staff will return to the office full-time.

Position Requirements (Experience and Qualifications):

- Commitment to the human rights and general welfare of refugees and immigrants
- Capable of working in a fast-paced, multicultural environment, take initiative, and be able to handle and prioritize multiple simultaneous needs
- Bachelor of Social Work, equivalent degree, or equivalent work experience (minimum 5 years)
- Bilingual in Spanish and English required.
- Commitment to the human rights and general welfare of asylum-seekers, refugees, and immigrants
- Must have reliable at-home internet access and be able to maintain client privacy during phone calls and meetings
- Must be willing to follow Minnesota Department of Health COVID-19 guidelines and recommendations
- 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
- 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
- Ability to manage and track client funds
- Ability to work independently
- Must have valid driver's license, insurance, and own car and be willing to transport clients in your vehicle

Position Duties and Responsibilities:

- Provide direct services to foreign-born trafficking survivors in the Twin Cities metro-area; 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 client and maintain/submit required documentation
- Participate in the maintenance and development of the programs through regular coordinator calls, service calls, monthly reports, and community outreach
- Maintain case files and enter clients into program database(s)
- Prepare and deliver community presentations on human trafficking and the Institute's services
- Work with program manager to prepare and submit timely grant reports
- Follow all Institute privacy and safety protocols
- Participate in annual Festival of Nations
- Other duties as assigned

Physical Demands

- Use of manual dexterity, tactile, visual, and audio acuity
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying

To apply: Please send resume and cover letter to Kate Raleigh via email: KRaleigh@iimn.org. Applications accepted until July 12, 2021. No phone calls or walk-ins, please.

References will be required at time of the final interview.