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

**Department:** Refugee Services

**Reports To:** Director of Refugee Services

**FLSA Status:** Exempt; full-time

**Salary Range:** \$45,000 - \$50,000 (depending on experience)

**Organization Description:**

The International Institute of Minnesota is a 401(c)(3) non-profit organization. Since 1974 IIM 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. IIM's annual Festival of Nations fosters community and honors culture and traditions of 100 unique ethnic communities. From 2012 to 2018, IIM 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, IIM's programs continue to be important abroad and in Minnesota. International Institute of Minnesota is an equal opportunity employer.

**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 in contact with U.S. immigration authorities, are in Office of Refugee Resettlement shelters, and are reuniting with family members or friends in Minnesota. The case manager will conduct safety assessments of the potential homes and connect the children to supportive services after release. The case manager will also provide post-release intensive case management services for some clients.

Please note that all IIM 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.
- Minimum education of a Bachelor of Arts degree in education, psychology, sociology, or other behavioral science equivalent required.
- Current license to practice social work in the state of Minnesota (LSW, LGSW, LISW or LICSW) preferred.
- Bilingual in Spanish and English required.
- Background-cleared (Background clearance includes Child Abuse and Neglect Checks and FBI fingerprint check of national and state criminal history repositories).

- Must have reliable at-home internet access and be able to maintain client privacy during phone calls.
- Must be willing to follow Minnesota Department of Health COVID-19 guidelines and recommendations.
- Must be willing to travel across Minnesota when needed.
- Background experience in child welfare, family preservation, foster care/adoption, or a related field and experience working with immigrant populations.
- Strong interviewing, assessment, and writing skills to complete home study reports for potential placements.
- Should have experience with direct client services (i.e. case management or advocacy).
- Strong ability to respond to and manage crisis situations with clients.
- Knowledge of the dynamics of trauma and trauma-informed care.
- Must have valid driver's license, insurance, and vehicle.
- Must be willing to transport clients in your vehicle (this requirement is suspended during the COVID-19 pandemic).
- Ability to independently problem solve and identify solutions to issues that arise.
- Collaborate well with others in decision-making and project development.
- Experience with Microsoft Office applications.

#### **Position Duties and Responsibilities:**

- Adhere to NASW Code of Ethics.
- Complete Home Studies within 8 business days of acceptance of referral for submission within 10 business days to shelter programs.
- Provide direct services to unaccompanied children including: safety and needs assessment, trauma-informed case management, transportation, assistance with referrals for housing, food, medical, legal, mental health, and attendance at immigration court hearings.
- Visit a potential sponsor's home and assess suitability of conditions for a child. Suitability determinations are currently being conducted virtually due to the COVID-19 pandemic.
- Travel to meet with UC clients throughout Minnesota.
- Participate in the maintenance and development of the programs through monthly coordinator calls, meetings, written reports, and community outreach.
- Maintain organized files and timely, detailed case notes and client reports.
- Participate in annual Festival of Nations (cancelled for Spring 2021).
- 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](mailto:KRaleigh@iimn.org). Applications accepted until position is filled. No phone calls or walk-ins, please.

*References will be required at time of the final interview.*