



Job Title: Matching Grant Case Aide
Department: Refugee Services
Reports To: Director of Refugee Services
FLSA Status: Exempt, 1.0 FTE
Salary Range: \$40,000 - \$41,000
Prepared Date: 11/17/2021

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. 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 15,000 New Americans achieve U.S. citizenship since 2001. 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 in demand and important abroad and in Minnesota.

Purpose:

The MG Case Aide will assist MG Case Manager and Employment Counselor working with clients in the Matching Grant program to provide case management and employment services for refugees, asylees, and other eligible immigrants. Participants receive an intensive case management and job counseling to find permanent employment in the Minneapolis-St. Paul area. This program is an accelerated employment program for highly motivated clients that offer a cash grant, housing, and transportation assistance for six to eight months as an incentive for becoming employed and avoiding public assistance.

Duties and Responsibilities:

- Assist case managers with completing necessary paperwork for each case and maintaining accurate and organized files.
- Transport clients to appointments for school enrollments, medical, job interviews, etc.
- Deliver weekly cash and bus cards to clients and complete necessary paperwork
- Schedule appointments for ready for success, complete clothing survey, pick up and deliver
- Assist clients apply for energy assistance, provide referrals and resources to other services
- Assist Employment Counselor with the weekly job club.
- Teach program participants public transportation (bus/train) to get to work and school
- Document tasks in case notes in an organized and timely manner.
- Assist with Planning and co-organizing annual RES job fair.
- Attend weekly, monthly, and quarterly staff meetings

- Other duties as assigned.

Requirements:

- Fully vaccinated for COVID-19
- Commitment to the human rights and general welfare of refugees, and immigrants.
- Undergraduate degree preferred but equivalent experience will be considered.
- Driver's license, insurance and car and willingness to use own car to transport clients to appointments.
- Preference to applicants who speak Pashto, Dari, Arabic, Kiswahili, French, Oromo, Amharic or Somali fluently.
- Experience working with immigrants preferred.
- Excellent written and oral communication skills.
- Highly organized and able to handle multiple projects simultaneously.
- Skilled in problem solving and able to independently address issues as they arise.
- Should have excellent attention to detail.
- Experience with Microsoft Office applications.

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.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Rachel Lee via email at rlee@iimn.org. Position open until filled. No phone calls or walk-ins please.