



INTERNATIONAL INSTITUTE  
*of Minnesota*

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**Job Title: Case Manager, Anti-Trafficking Program**

**Department:** Refugee Services

**Reports To:** Director of Refugee Services

**FLSA Status:** Full-time, Exempt

**Updated:** 11/1/2022

**Salary Range:** \$48,000

**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 trafficking in the Twin Cities metro-area. 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.

**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
- 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 services to foreign-born trafficking survivors including, but not limited to intake, safety planning, conducting needs assessments and providing informal emotional support.
- Schedule appointments and arrange transportation for clients to and from appointments as needed
- Assist with case management and basic needs such as housing, food, and referrals to other community resources to address client needs
- 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, and community outreach
- Maintain case files and enter client information into program database(s)
- Prepare and deliver community presentations on human trafficking and the Institute's services as needed
- Attend monthly department meetings and bi-weekly program meetings
- Work with program manager/director to prepare and submit timely grant reports
- 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 Rachel Lee via email: [rlee@iimn.org](mailto:rlee@iimn.org). No phone calls or walk-ins, please.

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