



**Position Title: Refugee Cash Assistance Coordinator**

**Department:** Refugee Services

**Reports To:** Director of Refugee Services

**FLSA Status:** 1.0 FTE, Exempt

**Prepared Date:** 11/8/2022

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

**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.

**Position Purpose:**

The Refugee Cash Assistance Coordinator screens and processes all Refugee Cash Assistance (RCA) applications for refugees and Special Immigrant Visa recipients resettled by the International Institute of Minnesota (IIM) and eligible individuals (asylees, secondary arrivals, victims of severe forms of trafficking, and Cuban/Haitian entrants) living in Ramsey, Washington, and Dakota counties. The RCA Coordinator is responsible for entering data into MAXIS, submitting documentation to the appropriate county offices, meeting with clients to assess ongoing RCA eligibility, and distributing monthly checks/payments. The RCA Coordinator refers clients to Refugee Employment Services. The RCA Coordinator also conducts SNAP (food assistance) interviews and surveys SNAP.

**Experience and qualifications:**

- Must be fully vaccinated for COVID-19
- 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's Degree or equivalent work experience.
- Organizational skills.
- Ability to speak refugee languages such as Arabic, Burmese, French, Karen, Kiswahili, Oromo, Pashto, Dari or Somali preferred.
- Proven oral and written communication skills.

- Self-starter/ability to work independently.
- Collaborate well with others in decision-making and project development.
- Experience with Microsoft Office applications.

**Duties and Responsibilities:**

- Determine RCA eligibility for refugees resettled by the Institute and other qualified individuals in Ramsey, Washington, and Dakota counties.
- Enter and maintain data in MAXIS (State of Minnesota public assistance database).
- Conduct SNAP interview and submit application appropriate county for processing.
- Conduct SNAP survey.
- Teach clients how to use their benefits.
- Forward all household income changes to county worker, including when client's RCA case is opened and when it is closed.
- Attend meetings as required by State of Minnesota Resettlement Programs Office (RPO).
- Comply with all other RCA program trainings and requirements as determined by RPO.
- Report program progress including current enrollments and client demographics to employment manager and director.
- Attend IIM team and staff meetings.
- 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 Aziza Mama via email: [amama@iimn.org](mailto:amama@iimn.org)  
*Applications accepted until position is filled. No phone calls or walk-ins, please.*