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

**Department:** Refugee Services

**Reports To:** Anti-Trafficking Program Manager

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

**Updated:** 7/18/2023

**Salary Range:** \$50,000 - \$54,000 (depending on experience)

**Organizational Overview:** The International Institute of Minnesota is a dynamic organization that provides services to maximize the talents and opportunities New Americans bring to our state. The Institute assists low-income New Americans in their transition to a new homeland by providing comprehensive services for successful integration. The Institute serves more than 4,000 New Americans annually with new arrival social services to employment placement and advancement through to U.S. Citizenship attainment. Programs are divided into three primary areas: Refugee Services, Education and Employment Training Services, and Immigration Services. The Institute also provides advocacy for policy reforms and supports systems change that improve opportunities for New Americans to move their lives forward.

**Position Purpose:**

The Anti-Trafficking Case Manager will provide comprehensive case management services to foreign-born survivors of sex and labor trafficking in Hennepin and Ramsey Counties to help them achieve safety and stability. The case manager will provide trauma-informed case management and connect clients to community resources including immigration and civil attorneys, housing, healthcare, federal and state law enforcement, and English classes.

**Position Duties and Responsibilities:**

- Provide direct services to foreign-born survivors of human trafficking; services include but are not limited to eligibility screening, safety and needs assessment, case management, transportation, assistance with housing, food, and referrals to other community resources
- Participate in the maintenance and development of the programs through regular coordinator calls, service calls, monthly reports, training, and community outreach
- Maintain case files and enter client data into program databases
- Manage funds allotted per client and maintain/submit required documentation
- With program manager, 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
- Perform other duties as assigned

**Position Requirements (Experience and Qualifications):**

- Fully vaccinated for COVID-19
- Bachelor of Social Work, equivalent degree in a related field, or at least 5 years of equivalent work experience required
- Bilingual in Spanish and English required
- 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
- Knowledge of the dynamics of trauma and trauma-informed care
- Knowledge of different systems (criminal justice system, immigration and refugee systems, health and human services) and how systems impact immigrant crime victims
- Must be able to clearly communicate and work with various law enforcement entities and immigration law 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

**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:** Submit cover letter and résumé to Andrea Kittleson via e-mail (akittleson@iimn.org) by August 17, 2023. Position open until filled. *Please no telephone calls or walk-ins.*