

Job Announcement

Refugee Office Case Manager for Housing and Volunteer Development

The Refugee Resettlement Office case manager will work with a team of translators and case-management staff that will plan to deliver services to a five-fold increase in expected arrivals in the South King County area of Washington State. Refugees will arrive from Eritrea, Ethiopia, Somalia, Russia, Ukraine, Iran, Iraq, Afghanistan, the Democratic Republic of Congo, and numerous other countries.

A primary responsibility of the case manager is to work with area landlords to find decent, safe, and sanitary housing for new arrivals. Of equal importance is assistance to the RRO co-sponsor developer who cultivates groups of volunteers from churches and civic groups to help the newly arrived through their resettlement process. Finally, the case manager will meet newly arrived families at Sea-Tac airport, transport them to housing, lift donated furniture and arrange it in apartments, drive the office van, help refugees obtain public benefits such as cash assistance and food stamps, and assist refugees with finding work.

Assist the Co-Sponsor/ Volunteer Developer with the Following:

- Arranging information workshops and other events to promote community refugee sponsorship/mentorship
- Communicating with stakeholders, including through social media, newsletters, video conferences and telephone
- Developing networks with refugee organizations and local community groups
- Attending events and representing the New Roots Fund and the Diocese of Olympia where necessary
- Deliver training, both in person and online, to local community groups
- Developing and maintaining a database of potential sponsors/mentors and assist in matching them with refugees requiring local support
- Inspire, energize and support local groups to begin actively supporting refugees on a day-to-day basis

Housing:

- Work with colleague resettlement agencies (including 5 additional agencies that operate in King County) to share leads on apartments available and increase the housing stock available to refugees
- Make direct contact with apartment owners and managers in the service area and persuade them to rent apartments to refugees from overseas before arrival or shortly after arrival

General Case-Management and Paperwork:

- Monitor and facilitate the documentation of program accomplishments through the creation of a detailed resettlement plan for each refugee arrival and extensive case-note documentation of movement through self-sufficiency over a three-month resettlement period

Education Requirements: Suitable training or experience with refugee resettlement programs, or similar social service projects. Experience working with database systems. Familiarity with outreach techniques. Social work degree desired, but not required.

Languages: Fluency in Russian, Ukrainian, Pashto, Dari, Tigrinya, Somalian, Kinyarwanda, Kumara, or Burmese is a plus, but not a requirement.

Salary: \$18.50 per/hour + a full range of medical and other benefits.

Email cover letter and resume to jhansen@roseattle.org by June 4th to be considered for the position.