

Position: Resettlement & Match Grant Case Manager

Reports to: Refugee Service Supervisor

Supervises: None

Department: Refugee Services Department

FSLA Status: Full Time (Non Exempt)

Position Summary:

The Resettlement & Mach Grant Case Manager serves day to day required services related to the agency's Resettlement & Match Grant program.

Essential Duties/ Responsibilities:

- Provides a range of professional services to meet the needs of refugees resettling in the Fort Wayne area.
- Conducts orientation to arriving refugees regarding Reception & Placement and Match Grant program.
- Provides services to clients to address their needs in the areas of housing, medical and health care, financial needs, education, translation, job development, or any other issue related to daily living needs.
- Develops and implements service plans to address specific refugee needs.
- Works collaboratively with community resources in making appropriate referrals to meet the needs of clients.
- Develops and plans new programs to address refugee needs.
- Completes periodic required reports and submits as required.
- Provides client advocacy services when necessary.
- Conducts suitability interviews to assess client appropriateness for the Match Grant program.
- Solicits and tracks contributions to the clients.
- Completes and maintains required documentation in accordance with the policies and procedures of the agency and the program.
- Assist with setting up housing, locating and moving furniture as needed and other duties as needed.
- Works in conjunction with other caseworkers to provide services to clients.
- Comply with all grant, funding and audit requirements for the program.

Conditions of Employment:

- Valid Driver's License with clean driving record.
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence.
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office).

Minimum Job Requirements:

- Bachelor's Degree in Social Services or related degree and much be knowledgeable about refugee resettlement and services. Preference will be given to individuals with bilingual to Burmese, Karen, Chin, Swahili, or Rohingya.

- Demonstrated skill and ability to provide effective service to multi-need families and individuals. Ability to work independently and effectively to provide services with limited supervision.
- Ability to effectively represent the agency in public situations involving services rendered.
- Knowledge of public and private social service providers within the community.
- Excellent written and oral communication skills.
- Respect for Catholic social teaching and Catholic Church doctrine required.

Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.
- Strength: Must have ability to lift, push/pull, and hold/carry 50 lbs.

Post Hire Requirements:

- Driving record checks, drug testing and/or criminal history checks.
- Participate in meetings, activities, in-services, committees and trainings as required by the agency.
- Comply with agency mission, code of ethics, Catholic Social Teaching, agency policies and procedures, including confidentiality; all funding, program, legal, regulatory and licensing requirements.

Disclaimer:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required.
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date