

Job Announcement – Lead Case Manager

Position Status – Full-Time, Non-Exempt

Job Duration – This position is projected to end 06/30/2023

Background: IILA's Local Integration & Family Empowerment (LIFE) Division provides a wide array of services to diverse populations including families who have been victims of trafficking, newly arrived immigrants and families who have been forced to migrate due to violence and/or other traumatic situations. LIFE services include comprehensive and intensive case management services, client support groups, job training, job placement, transportation subsidies, and community outreach and education. LIFE Division is projected to serve about 30,000 individuals each year. The LIFE Division is calling for a Lead Case Manager to provide social services to unaccompanied minors (youth) under the Opportunity For Youth (OFY) Project.

General Summary: The Opportunity For Youth (OFY) Project's goal is to provide post-placement services that promote security and opportunities for youth by fostering parental resilience among sponsors and the socioemotional competence of the youth. The objective is to provide youth with services that support their reunification with sponsors and aide their integration into their new communities. The ideal candidate has experience in working with diverse people and working within a team environment. We are looking for someone who has a passionate commitment to bring about real change within our country's most vulnerable population.

Essential Functions:

Within a team work environment, the essential functions of the job include the following responsibilities:

- Provide culturally and linguistically appropriate services and comprehensive case management for UM's.
- Conduct regular case supervision and weekly staffing of staff and interns.
- Facilitate regular training with case managers.
- Conduct calls, interviews, and home visits with UM and legal guardians.
- Develop individual case plans with particular attention to culture, language, and special circumstances.
- Maintain complete case files and necessary records for reporting to funding sources and management.
- Provide information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require.
- Assess the safety on an ongoing basis using child welfare principles and social work best practices.
- Conduct assessments to identify strengths and needs, identify risk of commercial sexual exploitation, identify risk of human and labor trafficking and exploitation, and measure traumatic stress symptoms.
- Program Navigation: Support youth and their sponsors by minimizing or removing barriers to accessing social service programs.

- Partner closely with other case managers, volunteers and mentors to link youth and families to services that address the immediate needs and long-term goals of the youth.
- Build and/or maintain a network of local pro bono legal resources/services and care providers to establish services for UM, facilitate access/remove barriers to those services, and track individual progress.
- Submit timely and detailed case notes and written reports as required.
- Coordinate/maintain communication with key stakeholders.
- Participate in regular training and communication sessions with on-site and case work supervisor.
- Follow funders' rules and regulations related to the refugee programs.
- Perform other job related duties as assigned.

Job Requirements:

- Master's degree (MA or MSW) required. Master's degree may be substituted with demonstrated supervisory or case management work experience.
- A minimum of two years' experience in case management, preferably working with, serving and advocating on behalf of immigrant and refugee children.
- Experience in child welfare, child placements, and family preservation.
- Must possess an extensive knowledge of immigrant community local resources.
- Excellent organizational, verbal, written, and interpersonal communication skills.
- Ability to prioritize duties in a fast-paced environment.
- Must have a valid driver's license, insurance, a clean driving record, and reliable personal transportation. **Position requires frequent local travel.**
- **Fluency in Spanish required** (a language proficiency exam is required); proficiency in additional languages is a plus.
- Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.
- Must possess basic knowledge and sensitivity to cultural differences.
- Must have proficient computer skills using Microsoft Word, Outlook, virtual meeting platforms, and the internet.
- Ability to keyboard a minimum of 40 wpm.
- Must complete CPR/First Aid certification.
- Must provide proof of COVID-19 vaccinations.
- **Criminal background clearance, drug and TB clearance and driving record check required prior to employment.**

Desirable Interpersonal Skills:

- Ability to be flexible, self-directed, and responsible.
- Ability to recognize, prioritize, and a commitment to accomplishment.
- Willingness to develop professional and technical skills.
- Ability to seek out and provide support for others as a team member.
- Strong communication and organizational skills and maintain a strong focus on achieving results.
- Proactive, solution oriented approach to problem solving.
- Ability to be an appropriate role model.
- Ability to demonstrate emotional maturity.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Intermittent or continuous sitting, walking, carrying, pushing, pulling, standing, driving, bending, squatting, climbing, kneeling and twisting. (4-8 hours/day).
- Frequent keyboarding into a computer (4-8 hours/day).

Job Site Location: Due COVID-19 restrictions, staff will **temporarily** be working 2 days/week in the office and 3 days teleworking and/or doing field work as needed. OFY Project office is located at: 9060 Telstar Avenue, Suite 223, El Monte, CA 91731.

Salary Range: The hourly rate for this position starts at \$26/hour.

Application Information: International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application. **IILA will not accept resumes in lieu of an employment application.**

Send resume and application to:

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NOTE:

Job announcements/descriptions are not intended, and should not be construed, to be all inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties and to assign other duties as necessary.