



Formerly Mountain States Group, Inc.

JOB POSTING

JOB TITLE:	Case Manager		
PROJECT:	Agency for New Americans (ANA)		
LOCATION:	1614 W Jefferson, Boise, ID 83702		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>32</u> Hours per week	<u>100%</u> FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
PAY:	\$14 to \$14.50 per hour		
REPORTS TO:	Program Director		
POSTING DATES:	March 11 – 24, 2019		

PROJECT SUMMARY:

The mission of the Agency for New Americans (ANA) is to assist refugees in achieving self-sufficiency in their new lives in Boise.

POSITION SUMMARY:

This position provides case management services to newly arriving refugees to promote early self-sufficiency and social adjustment. This is a key position of the Refugee Reception and Placement Program, and Refugee Self-Sufficiency Program through the Agency for New Americans, a program of Jannus, Inc. This position is 32 hours/week, with the possibility of 40 hours/week, depending on arrivals. This position is benefit-eligible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contact Sponsorship Developer/Community Resource Developer to locate a sponsor family for a new case;
- Work in close cooperation with sponsor families;
- Make pre-arrival arrangements for housing, transportation, health screenings, school and English as a Second Language (ESL) Center enrollment and basic subsistence needs;
- Make arrangements for and greet refugees at the airport, assuring that a culturally appropriate meal is provided upon arrival in Boise;
- Provide direct services and case management services to refugees, including a home visit within 24 hours of arrival, transportation, problem solving, crisis intervention, and referral/follow-up relating to such resettlement services as housing, employment, and medical access;
- Provide copies of overseas medical screening documents to the Family Medical Health Center to schedule required health screenings for all refugee clients within 30 days of arrival;
- Schedule and follow-up with medical appointments and needs for case load;
- Design a Case Plan in cooperation with refugee family and ANA Employment Specialist;
- Assist refugees with completing applications for food stamps and medical card applications within 7 days of arrival to Boise, and assist with applications for the Idaho Child Care Program (ICCP), WIC and other appropriate services if applicable;
- Prepare documentation for application for Transitional Refugee Assistance, including: rent verification, copies of identification, Form I-94, etc.;
- Ensure that participating refugees do not access publicly funded cash assistance programs;
- Ensure that refugee clients apply for social security cards within 7 days of arrival;
- Conduct 30 and 90 day home visits and complete Reception and Placement Program (RP) reports;
- Monitor the implementation and completion of Statewide Refugee Information System (SRIS) Case Progress Report for each case at 60, 90, 180, and 365 day intervals from the time of arrival to the U.S.;
- Ensure that all previous services are provided to minor cases, and that all required minor reports are completed and provided to Episcopal Migration Ministries (EMM) through Immigration and Refugee Information System (IRIS);
- Communicate with the Employment Specialist on the employability status of each refugee;

- Monitor client participation in English Language Training, employment classes and other classes or workshops as assigned;
- Connect refugees with community resources to promote social adjustment and integration;
- Develop a network of service providers for client referral;
- Ensure availability of bilingual assistance for facilitating communication at both ANA's office and other service providers;
- Keep accurate and complete records of contacts made and results obtained;
- Assist clients with Food Stamp re-evaluation;
- Maintain complete and accurate case files;
- Advocate on behalf of refugees and refugee issues within the community.

QUALIFICATION REQUIREMENTS:

- Multicultural work or volunteer experience, preferably with refugee populations;
- Ability to work effectively with refugee families of diverse backgrounds;
- Minimum two years' experience in case management;
- Familiarity with SRIS (Statewide Refugee Information System) and IRIS preferred;
- Excellent verbal and written skills;
- Highly organized and attention to detail;
- Ability to take initiative and work independently when required while maintaining a team orientation toward the provision of services;
- Willingness and ability to work flexible hours, including evenings and weekends as needed;
- Ability to interpret and follow applicable rules and guidelines;
- Proficient in MS office and other computer applications;
- Able to pass a criminal history background check;
- Have access to a reliable vehicle, provide verification of current state-required liability insurance and able to pass a driving background check;
- Bi-lingual ability preferred: Arabic, Somali, Kinyarwanda, Swahili, or other relevant languages;
- Regular and predictable attendance is an essential function of this position

EDUCATION:

Bachelor's degree in multi-cultural studies, social work or related field;

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license is required.

WORKING CONDITIONS:

This position generally works in the office or in community settings and client homes. Occasionally this position may assist the Donations Coordinator with moving furniture and setting up apartments.

PHYSICAL REQUIREMENTS:

This position involves mostly office work, some repetitive computer work, and some occasional lifting. This position does require driving and occasionally transporting clients.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. Or fax to 208.331.0267 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.