

Job Title	Resettlement & Placement Case Worker
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>The R&P Case Worker will have the unique opportunity to work with the Refugee Services team. This role will provide resettlement case work for 150 clients per year. They will also provide all core services in the prescribed time period and develop a unique and individualized service plan with newly arrived refugees to achieve self-sufficiency through R&P, Match Grant and RSS services. Work with the Refugee Services staff to meet all program guidelines</p> <p>Client Services</p> <ul style="list-style-type: none"> • Pick up refugee families from the airport • Provide resettlement orientation and develop unique and individual service plan for each refugee family based on their needs, challenges, and goals to achieve self sufficiency • Follow up with clients on the developed service plan and use independent judgment to resolve any challenges that might hinder the plan to achieve self sufficiency • Analyze the refugee family situation and make proper referrals to Employment, Match Grant, RCA, ESL and other appropriate programs • Conduct the intake process with Special Immigrant Visa Holder and Asylees to determine their eligibility to receive the federal Reception and Placement program services from the Department of State based on their legal status and date of entry • Communicate with the United States Citizenship and Immigration Services and act on behalf of clients to resolve any issues related to the delay in getting client Employment Authorization Document • Apply for government documents and federal and state benefits, such as Food Stamps & Medicaid • Ensure school age children have the required immunizations required to be enrolled in school • Take children to enroll in school • Assess clients with special problems and make appropriate referrals to solve such problems • Pick up and deliver household items (sofas, tables, groceries) to refugee families. • Provide interpretation and transportation to clients as needed • Assist with employment services, including job interviews, applications, transportation and follow-up • Doing advocacy work for Refugees as need • Other duties as assigned by supervisor <p>Documentation</p> <ul style="list-style-type: none"> • Document all services provided in files and case notes, as required by program guidelines • Complete all client applications in a timely and accurate manner • Prepare and submit reports as required

Qualifications	Qualifications, Skills, & Experience <ul style="list-style-type: none"> • Bachelor’s degree required • Fluency in either one of the refugee languages (Spanish, Arabic, or Burmese/Rohingya) is required • Must have 1 year experience in immigration or working with Refugees • Fluency in English, with excellent written and verbal communication skills • High degree of independent judgment, flexibility and problem-solving skills • Must be able to work a flexible schedule including some late nights and weekends • Must be able to lift 30 pounds on a regular basis, and 50 pounds occasionally • Must have a valid driver’s license and automobile liability insurance
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/tp28twe7
Opening Date	Immediately

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