

Refugee Federation Service Center

1209 Central Avenue South, Suite 134, Kent WA 98032

Job Announcement

Refugee Federation Service Center (RFSC) is a non-profit, multi-ethnic grass-root organization which was established by refugees for refugees/immigrants in 1982. The mission of the Refugee Federation Service Center is to assist refugees and immigrants in their transition to life in the United States by helping them to become self-sufficient productive members of society while maintaining their cultural and ethnic identity; to serve as a resource for local companies and agencies to foster a greater understanding of the refugee/immigrant communities.

Currently RFSC is seeking for a qualified candidate who has strong desired and commitment to assist refugee and immigrant families to adjust/navigate their new life in this new culture that would help them to become self-supporting and self-reliance.

Position: Bilingual Case Manager

Duties and responsibilities: The Case Manager has duties and responsibilities to provide:

- Outreach and Recruitment
- Intake and Assessment
- Counseling and follow-up
- Job Search Training and Job Search Assistance
- Job Development, Job Referral and Job Placement
- Post Job Placement services
- Support Services
- Record keeping, case notes and reporting
- Other duties and responsibilities as assigned by the Program Coordinator/Manager

Qualifications:

- Bachelor degree is preferred
- Fluent in Spanish and/or Portuguese
- Some experiences in a multi-ethnic environment
- Some experiences in non-profit organization
- Good communication/computer skills
- High level of tolerance and be positive

Wages and Benefits: 37.5 hours per week at \$25.66 /hour + full fringe benefits.

Closing Date: Until filled

How to apply: Submit resume and cover letter to:

Ngy@rfsc.org

Attention: Ngy Hul

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