

Job Description – Client Services Associate (C/HE and R&P) (Bloomington)

Position Summary:

The purpose of this position is to provide comprehensive trauma-informed intakes and case management services to clients in various programs and phases of resettlement. The Client Services Associate will enroll all eligible Cuban and Haitian Entrants into the C/HE Program. After enrollment, the associate will make referrals to appropriate state and local services, such as the Division of Family Resources, area schools, health department, etc. The Associate will also provide supportive case management services for other programs such as Matching Grant and Reception and Placement as needed. Additionally, the Associate will coordinate and teach Cultural Orientation to all incoming Reception and Placement clients. This position will help connect clients to trainings, classes, or other programming that will assist them in becoming self-sufficient.

Responsibilities:

1. Conduct trauma-informed program intakes for eligible clients seeking assistance (who did not arrive through the Exodus Reception & Placement Program). Intake times will be flexible throughout the week to reduce barriers for clients.
2. Complete service plans and budgets for work-authorized clients seeking employment and transition to Employment Specialists.
3. Provide case management and referrals for clients enrolled in the C/HE program for social services, education, childcare, medical services, etc.
4. Provide case management and programming support for other case management programs such as Matching Grant, Reception and Placement, and Preferred Communities.
5. Coordinate and teach Cultural Orientation.
6. Connect clients to relevant trainings and extended services.
7. Create case notes and entries in the database to track newly enrolled clients.
8. Ensure documentation and reporting is completed and up to date for the C/HE program.
9. Maintain up-to-date programmatic knowledge of all services (health department, social security, welfare, etc.) involving ORR-eligible clients as well as the requirements of the Cooperative Agreement, RSS guidelines, Matching Grant, and the Policies and Procedures of the agency.
10. Secure interpreters for clients who have limited understanding of the English language.
11. Participate in the emergency phone and airport rotation.
12. Attend weekly all-staff meetings.
13. Perform other duties as may be required by the supervisor.
14. Reports to the Resettlement Director.

Position Criteria:

- Must have a bachelor's degree or equivalent experience.
- Must have experience working in a cross-cultural environment.
- Must have a safe vehicle, valid license, and 100,000/300,000/100,000 auto insurance to transport clients, or otherwise have access to safe, timely, and reliable transportation.
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must have a high level of organizational skill and a great attention to detail.
- Fluency in a language in addition to English is a plus.
- Must have PC proficiency, with competency in Microsoft Office applications.
- Must have a vehicle, valid license, and insurance to transport clients.
- Must be able to function as part of a team.