Education Case Manager - AMA

Job Details

Level
Experienced

Job Location
USA-TX-Amarillo

Travel Percentage
Local travel using own vehicle

Position Type
Full Time

Education Level
4 Year Degree

Job Category
Nonprofit - Social Services

Description

● Provide case management services to clients enrolled in RSS Education Program

● Manage and conduct ESL classes and trainings as needed

● Create goals and service plans for each client enrolled in RSS Education Program

● Evaluate program activities to ensure student's needs are met

● Collaborate with community organizations to help integrate clients into the local community and practice using the English language

● Coordinate assigned program personnel to ensure guidelines are met

● Conduct individual consulting for each client

● Maintain case files for each client enrolled

● Complete all required reports and ensure that client data is reported to the OIRA Refugee Data Center and RST Refugee Management System database base in a timely, accurate manner.

● Maintain a good working relationship with other service providers and community partners in the area

● Network with area libraries and schools to provide additional resources and trainings
• Coordinate information and program requirements for ESL teachers
• Conduct pre and post BEST testing; call clients for absences and case note follow up and associated barrier removal.
• Coordinate case closure;
• Coordinate attendance tracking and 40 hour completion testing
• Report to ESL Coordinator regarding daily activities.

Qualifications

• Bachelor's degree preferred. Certification in teaching ESL required or experience teaching ESL required
• Related experience in education field desired
• Experience working with diverse populations desired
• Must have excellent communication skills both verbal and written
• Must be flexible, capable of working independently under pressure with deadlines and managing multiple priorities
• Computer proficient including Microsoft Office applications (Word, Excel, and Outlook)
• Must have reliable transportation and maintain valid driver’s license and insurance coverage for vehicle