Employment Case Manager – Houston, Fort Worth, Austin

Job Details

Job Location
USA-TX-Houston Fort Worth or Austin
Travel Percentage
Local travel using own vehicle
Position Type
Full Time
Job Shift
Day

Description

- Develop, create, and maintain employment solutions for refugees and other displaced person
- Assess clients’ employability and assist with development, formulation and implementation of employment service plan, resumes and job applications
- Identify job opportunities, assist with application completion, coordinate interviews, advocate for clients and follow-up with employers
- Complete all case notes and program documentation, ensures accuracy and compliance within program guidelines and confirms timely delivery of services
- Ensure timely data entry into agency and state funder databases
- Provides safe, timely, and supervised transport for clients to off-site appointments or activities as needed
- Provide or organize on-the-job interpretation services as needed
- Communicates, coordinates and promotes program within community and partners.
- Respond promptly to employer requests and inquiries
- Serve as an advocate for clients
- Perform other duties as assigned

Qualifications

Education:

- Graduate of an accredited 4 year college or university preferred
- A comparable amount of training and experience may be substituted for degree

Experience:

- Background in job development in social services setting preferred
• Previous case management experience 1-3 years preferred; Experience working with diverse populations and refugee social services programs preferred
• Experience and education may be substituted for one another.

Knowledge/Skills:

• High English language proficiency and excellent communication skills both verbal and written required
• Computer proficient including Microsoft Office applications (Word, Excel and Outlook) required
• Fluency in Arabic, Swahili, and/or Somali is required for this position

Licenses/Certifications:

• Valid Texas driver’s license and minimum mandatory Texas automobile insurance coverage; Must be able to provide own daily transportation