



## **JOB DESCRIPTION**

### **Case Worker-Assistance for Migrants Program**

**Job Title: AMP Case Worker –PT 20 hours per week**

**FLSA Status: Non-Exempt (Hourly)**

**Department: AMP**

#### **Job Summary:**

**Develop and oversee cases by providing comprehensive support and assistance to clients to provide basic needs and stability, including client intake, and outreach to ensure the successful transition towards self-sufficiency and integration in their new community.**

#### **Essential Duties and Responsibilities:**

**Maintain regular communication with clients to provide the core contractual services of the AMP Program: receive and assist with housing, provide referrals and follow up to local providers for health care, education, employment services, public assistance, social services, etc. Also arrange appointments and transportation when necessary.**

**Ensure that all forms, reports, and procedures are completed as required.**

#### **Qualifications:**

- 2. Experience working with diverse populations in a multicultural environment**
- 3. Excellent customer services and communications skills**
- 4. Ability to operate a computer and work with emails, word processing, and spreadsheets**
- 5. Strong analytical and problem solving skills**
- 6. Excellent time management and organizational skills**
- 7. Must be fluent in Spanish**
- 8. Ability to work with a team**

**9. Flexibility to work various hours including nights, weekends and some holidays**

**Additional Employment Expectations:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**This document does not create an employment contract, implied or otherwise.**

**The Center employees must support its mission to promote the well-being of culturally diverse individuals and families within our community by welcoming our new neighbors, refugees and immigrants and by providing individual and community-centered activities designed to create opportunity and facilitate understanding.**

**The Center is an Equal Opportunity Employer. No person shall be discriminated against because of race, gender, color, creed, national origin, ancestry, age, sex, religion, handicap, sexual orientation, genetic information, marital or veteran status, or any other protected class or status recognized by federal, state or local law.**

**All employment decisions will be based on Equal Employment Opportunity laws.**

**Employee Signature** \_\_\_\_\_

**HR Representative Signature** \_\_\_\_\_

**Date** \_\_\_\_\_