

Job Title	Social Adjustment Services Case Worker
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>The Social Adjustment Services Case Worker will have the unique opportunity to work with the Refugee Services team. This role is responsible for providing case management services that address multiple, varied client needs such as accessing public benefits, medical care follow-up, emergency service and orientation, and cultural adjustment services.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Work closely with Refugee Services (RS) staff to remove clients` barriers to self-sufficiency. • Conduct outreach to enroll clients in the Social Adjustment Program. • Enter client information in RS database and ClientTrack System. • Document all activities provided in clients` case file and RS database and ClientTrack System as required by program guidelines. • Provide information, referral, and hands-on assistance to clients to resolve a variety of needs. • Help clients to apply for Food Stamps, Medicaid, RMA, CHIP, Gold Card, SSI, Emergency benefits, and other public benefits. • Assist clients with medical appointments, going to the doctor, getting medications, and follow up. • Follow up with clients and report each client`s progress to the supervisor and Refugee Services Staff. • Refer refugee families to Employment, Match Grant, RCA, ESL, and other appropriate programs. • Assess clients with special problems and make appropriate referrals to solve such problems to sustain and achieve self-sufficiency. • Maintain case files on each client served and document all activities per program guidelines. • Compile and submit reports as required by program guidelines. • Provide interpretation and transportation to clients as needed. • Pick up refugees at the airport if needed. • Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelor`s degree required. • Two-Years-Experience working in case management or with refugee/immigrant populations is preferred. • Excellent written and verbal communication skills. • Fluency in one of the refugee languages (Spanish, Rohingya/Burmese, or Kinyarwanda) is required. • Must enjoy working in a diverse office environment with clients of all backgrounds. • Energetic, self-motivated team player. • Intermediate to advanced Microsoft Office computer skills (Outlook, Word, Excel, and PowerPoint).

	<ul style="list-style-type: none"> • High degree of independent judgment, flexibility, and problem-solving skills. • Must be able to work a flexible schedule including some late nights and weekends. • Must be willing and able to drive 12 passenger van. • Must have a valid driver's license and automobile liability insurance.
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/mryfzphu
Opening Date	Immediately

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