

Job Title	RCA Caseworker
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>The RCA Caseworker enrolls eligible clients in the Refugee Cash Assistance (RCA) program, including verifying eligibility, providing orientation, disbursing payments, maintaining casefiles, and ensuring databases are updated according to program guidelines. This role ensures that RCA clients remain in compliance with program requirements and that casefiles contain all required forms and documents.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Enroll refugees, asylees, and other eligible populations in the RCA program. • Screen walk-in clients for eligibility and make referrals to other refugee services programs including Employment, Social Adjustment Services, and/or Preferred Communities as needed. • Conduct regular orientations for newly arrived clients. • Establish and maintain case files and case notes for RCA clients according to program guidelines. • Disburse monthly RCA checks per program guidelines based on date of enrollment and family size. • Update the Refugee Management System and Client Track database on a regular basis, ensuring client information is entered accurately and promptly. • Maintain regular communication with enrolled clients to ensure program compliance. • Communicate with the Employment team to gather compliance data for clients on a monthly basis. • Assist with check pick-up for eligible clients, ensuring clients are in compliance with program guidelines before releasing any payments. • File monthly assistance checks in clients' RCA casefiles and add payment data to Client Track. • Periodically review cases with the RCA coordinator and program manager to ensure contract compliance and quality control per program guidelines. • Report any compliance issues with RCA enrollments to the program manager and ensure implementation of any correction plan proposed by the program manager or Refugee Services director. • Prepare materials needed to monitor compliance of the RCA program. • Be familiar with all RCA compliance guidelines and ongoing guidance from the Texas Office of Refugees. • Perform other duties as deemed necessary by supervisor.
Qualifications	<p>Qualifications, Skills & Experience</p> <ul style="list-style-type: none"> • Bachelor's degree required. • One year of relevant experience in social services, including experience

	<p>in refugee services and/or case management, is preferred.</p> <ul style="list-style-type: none"> • High degree of independent judgement and coordination skills. • Excellent attention to detail and accuracy. • Intermediate to advanced computer skills are required (including proficiency in Microsoft Office programs). • Fluency in English is required. Fluency in one of the main refugee languages is preferred (with emphasis on Spanish, Dari, Pashto, Arabic, and Kiswahili). • Must enjoy working with culturally and ethnically diverse staff, clients, and volunteers. • Must be able to work a flexible schedule including some weekends. • Must have a valid driver's license and automobile insurance as required by law.
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/4pcbzsrz
Opening Date	Immediately

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