Refugee Foster Care Case Manager

Location: Catholic Community Services of Utah, 745 E 300 S, SLC UT 84102
Status: Non-Exempt, Full-time, with benefits
Salary: $14.50-15.00/hr DOE

Catholic Community Services of Utah provides help and creates hope for thousands of people of all beliefs who are most in need in our community through Refugee Resettlement, Homeless Services and CCS of Northern Utah programs.

CCS offers an outstanding benefits package including group health insurance, dental, 401a and 403b retirement plans and a generous PTO/holiday schedule.

Job Description:
Assume primary responsibility for ensuring the service delivery system is responsive to all the needs of each refugee youth during the service period. Provision of case management services as outlined in the USCCB/MRS cooperative agreement, Reception and Placement regulations, state and federal regulations and in compliance with policies and procedures of Catholic Community Services Refugee Resettlement Program. All services provided in a manner that will facilitate self-sufficiency within the service period.

Responsibilities include:
1. Coordinate placement with foster parents or parent representative prior to the arrival and then again if new placement is ever needed.
2. Pick up the youth from the airport with interpreter assistant.
3. Submit Social Security application and Medicaid application a day after the arrival.
4. Coordinate an initial health screening and refer the youth for mental health assessment if needed.
5. Enroll the youth in school and select classes with the youth and foster parents.
6. Complete monthly in home visits with every foster youth assigned. Seek reports from foster parents on a monthly basis, therapists on a bi-monthly basis, and schools a minimum of once per semester.
7. Prepare court reports in a timely manner and attend all court hearings.
8. Be available for some evening and weekend work, including being on call on for emergencies on a rotating schedule.
9. Other duties as may be assigned.

Skills, knowledge and abilities:
1. Works independently in a safe, appropriate manner. Demonstrates both problem solving and problem prevention.
2. Displays sensitivity to the needs of the youths, foster families, CCS staff, volunteers and other persons with whom the employee may interact.
3. Consistently performs work assignments in a timely manner. Adheres to deadlines.
4. Proficiency in English oral and written communication.
5. Must maintain confidentiality regarding the youths.
6. Proficiency in computer skills required for the position.
7. Availability of an automobile with proof of current driver’s license and auto insurance and clean driving record.
8. Demonstrates cultural competency and a willingness to work with and learn from persons from different cultures.
9. Ability to pass a BCI.

**Education, training and or experience:**
1. Bachelors of Social Work from an accredited institution or equivalent experience.
2. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop.
3. Experience with multi-cultural and/or refugee youths and communities.

**DISCLAIMER STATEMENT:** This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. The employer reserves the right to change or assign other duties to this position.

**CCS is an equal opportunity employer.**

**To apply:** Please go the company website: [ccsutah.org](http://ccsutah.org) and apply under the employment tab.

**Position closes:** Open until filled

**Requisition #:** 16.5.1