



## ***Journey of Hope Program Bilingual Case Manager (Spanish/English)***

**Reports to:** Lead Case Manager

**Hours:** Full-time, exempt position with flexibility for participation in On-Call rotation.

**General Statement of Duties:** The Case Manager is responsible for coordinating case management services. The Case Manager's tasks shall include development of intake assessment, individual service plan, family reunification and discharge. The Case Manager shall also ensure that all services provided to each child are properly documented in each child's case file. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

*Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**Requirements:** Master's degree is preferred or a bachelor's degree in the behavioral sciences, human services, or social service fields and 3-5 years of progressive employment experience in the human service fields. Must have Act 33, 34 and FBI clearances. Child welfare and/or case management experience is strongly encouraged. EOE