



Case Manager Position

Mission

The Community Resource Center (CRC) to empower immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

Position

CRC seeks an energetic, hard-working, mission and community driven, self-motivated, results-oriented Case Manager with a minimum of 2 years' experience in case management or social services, crisis response, and/or domestic violence services.

Key Responsibilities and Skills Required

- Connect new immigrants and low-income families to concrete services such as public benefits, housing, referrals, immigration services, etc.;
- Conduct intakes, needs assessments and develop service plans to address needs and goals;
- Accompany clients to court, department of social services, medical appointments for advocacy and interpretation/translation if necessary;
- Refer and follow up with clients to ensure attainment of services and achievement of results;
- Encourage clients to access other CRC programs, services, workshops, fairs, etc.;
- Build partnerships with government agencies, law enforcement, CBOs, health insurance providers, and legal partners to offer clients a comprehensive range of services to individuals and families in need;
- Organize workshops, trainings, and support groups related to the CRC Advocacy agenda.

Qualifications

- This position understands new immigrant needs from a culturally inclusive perspective
- Fluency in Spanish is required
- Associates Degree encouraged
- 2 years' experience in social services or similar work
- Computer skills, including Microsoft, Share Point, Word, Excel, Power Point

Traits and Characteristics

- Passionate commitment to the goals and mission of CRC
- Highly organized
- Ability to communicate internally and externally
- Excellent interpersonal skills

Compensation and Benefits

Compensation range is \$37,000-45,000. Benefits include employer paid health and dental insurance; 401k, paid vacation, personal time, and 14 paid holidays.

Applications and Inquiries

Please submit a cover letter and resume to: Luis Zarate at lzarate@crcny.org.