

Job Description: FAMILY SERVICES CASE MANAGER

About the Organization: Building One Community (B1C) is a non-profit organization established in 2011 to provide a comprehensive resource center for recent immigrants in the Stamford, Connecticut area. The mission of Building One Community is to bring passionate people together to help immigrants and their families succeed in the community.

Position: The **Family Services Case Manager** will provide direct support to individual immigrant families in the Stamford area; identifying and helping them meet their expressed needs. This position requires coordinating with internal staff members, partner organizations, schools, and local agencies, to provide support and connect our clients with area services and resources. The ideal candidate should have strong communication and case management skills and be able to work effectively with a culturally diverse population. This full time position reports to the Family and School Services Director and involves the occasional evening and weekend assignment.

Duties:

- Meet with clients and prepare case screenings identifying all services needed; develop a plan to address each client family's expressed needs; establish and maintain up to date case files
- Provide assistance and follow up to clients on issues of immigration, domestic violence, employer abuse, medical, emergency assistance, education and schools, employment skills, etc.
- Assist with document translations for clients
- Prepare applications, letters and other correspondence on behalf of clients
- Work in conjunction with the Family Services Director and other members of the Family Services Team to establish and expand connections with community agencies and partner organizations
- Prepare and make presentations in the community or attend meetings and events as necessary
- Collaborate with schools and interpret for parents/families for parent teacher conferences and open houses; represent B1C at school/community events
- Support educational programs such as Homework and Enrichment Club and Summer Reading Program for young clients

Required Skills/Qualifications:

- Bachelor's degree or equivalent work experience in a social/human services related field required
- At least 2 years of experience providing social services to clients required
- Fluency in English and Spanish with demonstrated written and verbal communication skills. A third alternative high-demand language a plus.
- Strong interpersonal communication skills, as well as confidence and ability to present to groups of people of diverse backgrounds
- Strong proficiency with Microsoft Office software
- Experience with Salesforce a plus
- Belief in the organization's mission and goals, with strong commitment to the empowerment of low-income immigrant populations

Please submit your resume and a cover letter with desired salary to jobs@Building1Community.org. Resumes without a cover letter will not be reviewed; no telephone calls please.