



St. Francis Community Services

Case Manager - New Arrivals/Abriendo Puertas Program

St. Francis Community Services has an opening for a **Part-Time Abriendo Puertas Case Manager** in the Southside location. The case manager is primarily responsible for engaging with and providing culturally competent services to the recently arrived immigrant population. Job responsibilities include helping recently arrived clients navigate challenging systems, conduct initial legal intakes, assist, and follow up on SNAP, Medicaid, and financial assistance applications, among others. In addition, the Abriendo Puertas case manager is responsible for helping the Migrant Program Manager with delivering educational opportunities to the new arrival families and for data management for keeping track on client's information and grant reporting purposes.

Major Duties and Responsibilities:

- Develop services plans for Abriendo Puertas families to foster their social and economic well-being according to their specific needs.
- Support the Migrant Program Manager with enrollment, logistic support, and data entry when delivering an Abriendo Puertas workshops.
- Identify and refer clients to appropriate services in St. Louis, such as mental health, youth programs, medical services, English classes, and other systems of care, taking a preventive approach to client's needs.
- Complete legal intakes for Abriendo Puertas families and refer them to CLAM for potential legal aid.
- Assist clients in accessing mean-tested benefits and benefits available based on their immigration status.
- To follow up on families' application to ensure access to benefits and services.

Knowledge and Expertise Requirements:

- Bachelor's degree (or foreign equivalent) from an accredited school or college, preferably in the fields of social work or human services.
- Bilingual (oral and written) Spanish required, Haitian Creole preferred.
- A minimum of 1 years of direct experience in social services or legal setting providing intake, case coordination and support services to individuals and/or families.
- Experience with the immigrant and refugee population, particularly in an urban setting. Experience should include provision of services to the Latino community.
- Computer skills including Office, word processing, and database entry.

To Apply, send cover letter, and resume to AnnMarie Schwein, Manager of Human Resources at aschwein@ccstl.org and Esteban Bakx Bermudez, Migrant Program Manager, ebakxbermudez@ccstl.org

EOE

As a member of the Federation of Catholic Charities of St. Louis, and practicing the teaching, compassion, and love of Jesus Christ, St. Francis Community Services walks with our vulnerable neighbors to create opportunities, to build resiliency, and to advocate for justice.