



Position: Caseworker

Organization: The Immigration Project

Job Location: Normal, IL with some remote work authorized

Salary:

- This is a state grant funded position. The term of the grant is 6 months, from 1/4/2021 to 6/30/2021, with the possibility of renewal dependent on continued grant funding.
- TIP is searching for either one full time worker at \$2,750/month with health insurance benefits or two part time Caseworkers at \$15.80/hour for 20-25 hours/week. *Please indicate in your application whether you are seeking full time or part time employment.*

Submission Deadline: Until Filled

Immigration Project's Mission

Recognizing that access to accurate, complete information regarding immigration law is geographically and economically restricted for underserved immigrant populations in downstate Illinois, the Immigration Project endeavors to provide access to justice for immigrants and their families through immigration-related legal and educational services to immigrants, refugees, their families and others in downstate Illinois, in a manner and context which recognizes the full dignity of each individual.

Based in Bloomington-Normal with a satellite office in Champaign, the Immigration Project is a non-profit, 501(c)(3) organization. Please visit our website at www.immigrationproject.org for more information.

Position Description and Duties

This position is part of a new Welcoming Center for McLean County that is dedicated to creating a welcoming and inclusive community for all immigrants in our community. This involves connecting resources across social services as well as helping individual immigrants with information and referrals that help them achieve their own determined objectives.

The Caseworker is responsible for helping individual immigrants seeking services. This may include but is not limited to the following tasks:

- Conducting intakes and assessments
- Developing case plans in collaboration with clients
- Facilitating referrals to other social services, government agencies, health services, or other organizations.
- Continuously documenting work performed in a case management system and periodically providing information necessary for grant and programmatic reports.
- Scheduling and escorting individuals to appointments with legal aid workers, counselors, doctors, etc. Note - escorting will be occasionally restricted due to the coronavirus as determined by public health guidelines.

The Welcoming Center is completely new. The ideal candidate will be part of a dynamic team that will lay a foundation for ongoing success. The Caseworker should be interested in developing new materials and referral guides, conducting outreach to immigrant community groups, and helping with program creation and planning.

The position reports to the Community Navigators Manager under the supervision of the Executive Director.

Position Location

Normal, IL. Some travel required within McLean County.

**Position Requirements**

- Degree in Social Work or related field strongly preferred
- Applicants must be bilingual in English and either Spanish or French, have good communication skills, basic computer skills, and be organized, dependable, and detail-oriented.
- Previous social service experience is highly desirable.
- Must have the ability to learn and use Google Suites and other technology.

How to Apply

Interested applicants should submit a resume and cover letter to Executive Director Charlotte Alvarez at calvarez@immigrationproject.org. Please put “Caseworker” in the subject line. No phone inquiries please.