



CARECEN

Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education and advocacy. We seek a Case Manager with a deep understanding of and commitment to public interest to provide critical social support services and case management to immigrant children and families on Long Island. The Case Manager is an hourly, non-exempt position.

Overview of the Role

The Case Manager will provide case management services to new Americans on Long Island, focusing specifically on recently-arrived immigrants. By making appropriate referrals and offering skilled case management, the Case Manager will be an integral part of an interdisciplinary team which works closely to address the social, health and legal needs of this vulnerable population.

Primary Duties

- Conduct thorough needs assessments of immigrant clients
- Provide social services referrals to meet presenting needs, including, but not limited to, health, housing, education, food insecurity, and employment
- Conduct short-term crisis intervention
- Provide assistance during community support hours each week, offering a range of case management services
- Work closely with CARECEN's legal team to plan collaborative events, provide case management to clients attending collaborative events, and provide referrals to CARECEN's legal team
- Work closely with CARECEN's community programs team to stay current on events and programs available to immigrants across Long Island in order to make appropriate referrals
- Work closely with CARECEN's social work team to share information, learn best practices, and manage caseloads
- Attend staff meetings and case conferences to provide guidance on issues affecting the broader CARECEN caseload
- Maintain daily detailed records and notes on client cases and support supervisory staff in program reporting
- Other duties as assigned

Requirements and Qualifications

- Associate's Degree plus relevant experience, or Bachelor's Degree; BSW preferred
- Knowledge of best practices for providing case management for clients of all ages, or eagerness to learn
- Experience working with or for community-based providers for case management purposes, or an eagerness to learn
- Demonstrated commitment to serving high-need populations
- Excellent organizational, administrative, and interpersonal skills
- Ability to work within a team
- Fluent in Spanish and English

Home Office: Hybrid / based out of CARECEN's Hempstead and Brentwood offices

Supervisor: Social Worker

Benefits:

- \$21.62 to \$25 hourly
- Full medical, dental, and vision insurance (up to \$850/month employer-paid premiums)
- 21 PTO days, 5 health/wellness days and generous holidays each year
- Transit/commuter benefits
- Life insurance and pet insurance
- Disability and paid family leave insurance
- Staff-selected, employer-paid professional development opportunities

How to Apply: Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to fruz@carecenny.org with "Case Manager" included in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, persons of color, LGBT and others are encouraged to apply.