

Case Worker

Position Summary

Learning In Style (LIS) is a school for adult English language learners in the Whittier neighborhood of Minneapolis. The Case Worker will support adult English language students – immigrants and migrants - by responding to individual requests for community referrals and advice. This is a part-time position (12-15 hours/weekly) to include at least 2 mornings on-site for student meetings.

Duties & Responsibilities

Provide referrals to resources such as food and clothing support, counseling, health services and insurance, housing, utility payment programs, legal advocacy and other community resources for individual students. Directly assist students in accessing these systems for themselves and their families.

Help students whose first language is not English with phone calls, emails, filling out and electronically submitting paperwork and forms, or writing letters; and researching and accessing various resources on their behalf.

Develop systems to document all interactions and responses (including plans for follow up) for each individual student-client.

Stay current on resources and systems available to and needed by our students. Stay current on changing laws, opportunities, and the overall immigration landscape impacting our students.

Communicate clearly by phone, email, texts, and in person and maintain healthy boundaries with students.

Provide biannual reporting to LIS administration to provide feedback and summarize numbers and demographics of students served, types of services sought and provided, time per case, etc.

Attend monthly staff meetings and provide brief updates.

Attend trauma and cultural awareness training as requested. Attend state-mandated MNABE Foundations course.

Maintain student privacy.

Preferred Qualifications and Background:

Preferred degree or coursework in social services, social justice, human services, adult education or healthcare.

Background in client advocacy, subsidized housing, immigration processes, refugee services, working with local governments, employment services, and/or healthcare systems.

Familiarity with local, state and federal resources, organizations, and individuals that can support student needs outside of the classroom. Student support is especially needed around *resources for food and housing, childcare, applying to benefits programs, accessing the DMV and obtaining driver's licenses, and navigating Minnesota healthcare and health insurance systems.*

Experience working with immigrants with diverse backgrounds and language skills and/or populations needing social services.

Strong ability to collaborate with and support adult immigrants and migrants in trauma-informed and culturally appropriate ways.

Multilingual, or experience learning English as a second language.

To apply, please send resumé to apply@csjstpaul.org