



University YMCA
New American Welcome Center

POSITION TITLE: Case Worker

POSITION CLASSIFICATION: Full-Time, Exempt

SUPERVISORY RELATIONSHIP: Director of Programs

SALARY & BENEFITS: This is a full-time position at 37.5 hours per week. The salary range for this position is \$36,000 to \$45,000. Full benefit package is available for eligible employees, including health, dental, vision, retirement and vacation. This is a grant-funded position through June 30, 2023. Continued, at-will employment based on funding availability and performance.

UNIVERSITY YMCA

The University Y develops campus and community leaders committed to social justice, environmental protection, interfaith cooperation and global engagement by fostering dialogue, reflection and action. Through the New American Welcome Center (NAWC), we work to make our community a place where all immigrants can thrive and flourish by engaging local institutions and mobilizing community resources to ensure equitable access to services, economic opportunity, and meaningful belonging.

JOB DESCRIPTION

The University YMCA seeks a mission-driven professional to provide English and Spanish case management services for NAWC clients. The Case Worker will be responsible for providing application assistance, referrals, and follow up to clients. They will work closely with the Director of Programs and the NAWC team to ensure continuity of services and goal achievement for clients.

REQUIREMENTS

- Bilingual in Spanish and English
- Bachelor's degree in Social Work or a related field; or at least two years of relevant work experience
- Some evening or weekend work will be required
- Reliable transportation and a valid driver's license

JOB DUTIES & RESPONSIBILITIES

- Assist clients by filling out public benefits applications and facilitating follow-up with the IL Dept. of Human Services
- Conduct case management and referrals for English-speaking and Spanish-speaking NAWC clients
- Track client data accurately and precisely with attention to detail
- Create action plans directly with clients for the goals that they would like to achieve
- Work with NAWC staff and volunteers to provide seamless and effective continuity of service for all clients
- Stay up to date with policy and program changes affecting state public benefits
- Develop robust understanding of other human services organizations and safety net programs in Champaign County
- Perform other duties as assigned

ESSENTIAL KNOWLEDGE & SKILLS

- Experience with the public benefits application process
- Strong commitment to the enfranchisement and empowerment of immigrant communities
- Ability to work with people across diverse personalities, lifestyles, cultures, political orientations, and faiths
- Impeccable integrity, positive attitude, mission-driven, and self-directed
- Excellent computer skills in all Microsoft Office applications and Google Suite
- Experience with case management systems and/or grant reporting is strongly preferred

HOW TO APPLY

Interested applicants should send a cover letter, a current resume, and three references to welcome@universityymca.org. Interviews will be conducted on a rolling basis until the position is filled.

STATEMENT OF EQUAL OPPORTUNITY

The University YMCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.