



Half-Time ALIRP Bilingual Case Manager/ Administrator Job Description

The Alabama Interfaith Refugee Partnership (ALIRP) is a 501C3 non-profit charitable organization based in Birmingham, Alabama. The organization's mission is to support refugees and asylum-seekers locally and globally through direct assistance, education, and advocacy. We are recruiting for a half-time Bilingual Case Manager/Administrator who speaks Spanish and English. The Case Manager will provide support to the ALIRP Clients (Partners), Director, President, and Board.

The ALIRP hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.

Specific Responsibilities

- Oversee case management services provided by Direct Support Committee volunteers to ALIRP Partners
- Provide direct support case management to ALIRP Partner families
- Make home visits to ALIRP Partners to perform intake, six-month assessments, and additional meetings as necessary (must be willing to use own car; mileage reimbursement will be provided)
- Work with the ALIRP Director to assist and oversee the work of AmeriCorps VISTA Service Members who will maintain records of meetings and evaluation data, perform administrative tasks, assist committee chairs with the planning and execution of programming, and facilitate cross-committee collaboration
- Perform administrative duties as assigned by the Director and President

Benefits

- \$23,000 per year salary
- \$300 per month for health insurance
- Reimbursement for mileage expenses
- 3 weeks annual vacation and observance of federally-designated holidays
- Flexible, hybrid work schedule to average 20 hours of work per week

Required Qualifications

- Graduate degree in social work, counseling, or relevant field preferred, or undergraduate degree with 3-5 years of professional experience
- Excellent written and verbal English communication skills
- Ability to read and speak Spanish

- Ability to work on a team
- Experience working with culturally diverse populations
- Experience working in a social services environment

Preferred Qualifications

- Experience working with clients who are coping with trauma related to migration.

COVID-19 Policy

ALIRP has a mandatory vaccination policy requiring COVID-19 vaccination(s) for the Case Manager/Administrator in order to create an environment free of infection/transmission of disease and to protect our constituents, and the community from Sars-Cov-2 (COVID-19) infection. An exemption from this requirement for medical or religious reasons may be made by submitting a request in writing to the ALIRP Executive Director (Director@alirp.org).