



NASHVILLE INTERNATIONAL
Center for Empowerment

Employment and Cash Assistance Case Manager

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensure refugees and immigrants achieve their full potential now and for generations to come. The Employment and Cash Assistance Case Manager will report to the Associate Program Manager. The Employment and Cash Assistance Case Manager will provide employment and case management support for Refugee Cash Assistance (RCA) and Match Grant (MG) program clients.

*The Employment and Cash Assistance Case Manager will work directly with the other self-sufficiency case manager(s) along with clients to determine employment. This role will help refugees obtain the resources and life skills to become self-sufficient and achieve sustained social and economic well-being. **This is a full time, 40 hour position.***

General Responsibilities:

- Responsible for maintaining a caseload of clients seeking employment
- Responsible for developing and maintaining relationships with employers
- Responsible for designing and coordinating clients' job preparedness
- Assist clients in the job search process, including applications
- Participate in the enrollment process for participants deemed eligible for assistance
- Administer monthly cash assistance payments to clients and track expenses
- Assist case management team with scheduling medical or immigration appointments as needed
- Provide transportation as needed for interviews, job orientation and client appointments
- Maintain effective communication with other social service providers outside of NICE as it pertains to clients
- Provide referrals to other departments and social service providers as needed
- Ensure good working relationships and clear communication with clients and employers, as well as maintaining NICE's network of stakeholders
- Provide individual assessments for clients and follow-up services during eligibility period
- Provide training for clients as needed, such as bus training and resume building

- Complete appropriate paperwork and maintain client files
- Maintain confidentiality with clients

Successful Candidates will demonstrate:

- Ability to work with a diverse team
- Ability to plan, prioritize, manage, and complete tasks on a deadline
- Ability to remain flexible and responsive to evolving program needs
- Strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence
- Attention to detail

Requirements:

- Excellent written and oral English proficiency
- Advanced computer and typing skills
- Demonstrated knowledge of databases and data systems, especially federal and state
- Knowledge of current TANF, social service, employment/labor, and welfare issues and trends preferred but not required
- Prior experience in workforce development, career counseling, or job development preferred but not required
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish, Burmese, or Nepali are preferred but not required
- Reliable transportation
- Candidates with a bachelor's degree preferred but not required
- Minimum 2-3 years of experience in non-profit settings

Salary & Benefits:

Job Type: Full-Time

Salary Range: \$37,000-\$40,000

Benefits: Paid holidays, vacation and PTO, healthcare, dental, vision, and 401k

To Apply:

Send cover letter and resume to careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls or emails. Applications without requested information will not be considered.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.