



St. Francis
community services
SOUTHSIDE CENTER

Bilingual Unaccompanied Minor Case Manager Position

St. Francis Community Services has an opening for a full-time Bilingual (Spanish) Unaccompanied Minor Case Manager beginning in July 2019. The Unaccompanied Minor Case Manager is primarily responsible for engaging with and providing culturally competent case management services in a fast-paced service setting to the immigrant population, with a special focus on unaccompanied minors arriving from Latin America. Job duties include providing home study and post-release services to a caseload of approximately 30 unaccompanied minors in the St. Louis area and other parts of the country.

Major Duties and Responsibilities

- Home study services include conducting investigative interviews through home visits and phone calls, completion of background investigations for all adults living in the potential sponsor's home, and producing a written report containing the home study findings and recommendations.
- Post-release services include providing linkage, resources, referrals, and/or assistance in obtaining services and addressing issues such as safety/placement, legal services, guardianship, education, medical services, and mental health services, and other issues facing the minor and sponsor through home visits and phone calls.
- Completion of written reports and adherence to ORR requirements for client contact and reporting deadlines.
- Active participation in agency and community efforts to build culturally competent outreach, education, and interventions for the immigrant and refugee community.
- Responsible for driving to unaccompanied minor homes within a 200-mile radius and traveling via airplane and rental car to unaccompanied minor homes beyond the 200-mile radius.

Requirements

- Minimum education of a bachelor's degree social work (BSW) or an equivalent degree in education, psychology, sociology, or other behavioral science equivalent.
- Background experience in child welfare, family preservation, foster care/adoption, or a related field and experience working with the immigrant population.
- Bilingual (oral and written) Spanish required.
- Excellent (oral and written) English skills required.
- Strong knowledge of cultural competency and culturally appropriate case management.
- Clean driving record, valid State driver's license, and current automobile insurance.
- Ability to use personal vehicle to travel up to 200 miles from St. Louis.
- Ability and willingness to travel to other cities by flying on commercial airlines, driving a rental car and/or using other transportation, and staying overnight in hotels.
- Successfully completed background check, FBI fingerprint check, and TB screening.

To apply, please send resumes and cover letters to Meredith Rataj, Site Director, at mrataj@ccstl.org.