



POSITION DESCRIPTION

2 Caseworkers needed – one (1) in Santa Maria and one (1) in Oxnard

JOB TITLE: Caseworker/Navigator - Unaccompanied, Undocumented Minors (UUM)

REPORTS TO: Program Manager

COMPENSATION: \$18-\$23/hr –based on qualifications. Full time position (40 hours/week) includes Dental, Health insurance, 5 PTO Days & 10 holidays

Application Deadline: Please send a PDF cover letter and PDF resume to Leticia Sandoval, Program Manager, at leticia.sandoval@mixteco.org no later than **December 31th at 5PM.**

Organization Summary:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Position Summary:

The UUM program will provide coordinated care and create a legal and social safety net of services for youth and sponsors. Two trilingual caseworkers/navigators (Mixteco/Spanish and English) will be responsible to manage casework load of a total of 60 UUMs, divided into 30 cases in Santa Barbara County and 30 in Ventura County. Caseworkers/navigators will coordinate coaching/mentoring sessions with each coach in each of the two counties of services delivered.

Key Responsibilities:

- Manage cases for individual unaccompanied, undocumented minors.
- Connect UUM to needed services
- Coordinate coaching/mentoring sessions
- Work with Program Director to create timely progress reports for CDSS
- Track metrics for each UUM case
- Other duties as assigned.

Qualifications

- Experience doing case work
- Experience working with youth is desirable
- Proficient at MS Office (Word, Excel)
- Passion for mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.
- Ability to plan, organize, and execute program goals.
- Proficient in English and Spanish, both written and spoken.
- Fluency in a variant of the Mixteco language
- Excellent interpersonal and verbal skills.
- Flexible schedule with the ability to work evenings and weekends when needed.

Employee Status: Non- Exempt

Location of Position: **One caseworker in MICOP's Santa Maria office & one caseworker in MICOP's Oxnard office**