POSITION DESCRIPTION

JOB TITLE: Program Caseworker

PROGRAM: Storm Assistance for Immigrants (SAI)

REPORTS TO: Program Manager, SAI

SALARY: $20-$24/hour

BENEFITS: Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

LOCATION: MICOP, Paso Robles Office

STATUS: Non-Exempt

HOURS WORKED: 40 hours/week

HOW TO APPLY: Please do not email or call our offices.
To apply, send resume to and cover letter to: HR@mixteco.org

DEADLINE TO APPLY:
Grant term is from June 1, 2023, through July 31, 2024.

ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT
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.

Summary:
Utilizing a multifaceted, culturally, and linguistically competent approach and using outreach, education, community empowerment, case management, policy and advocacy, the Program Caseworker for the Storm Assistance for Immigrants (SAI) is responsible for providing storm relief services.

**Responsibilities:**

- Provide caseworker services which include support, guidance and assistance to individuals in the local community.
- Coordinate one-time emergency financial assistance for storm victims.
- Provide language access to all non-English speakers in need of storm relief services and facilitate critical assistance case management, including translation and interpretation.
- Coordinate with local networks to increase access to storm relief services and make referrals to the relevant agencies.
- Provide the resource booklet prepared by the SAI Program Coordinator and the SAI Program Manager to each applicant at their first appointment.
- Connect clients with appropriate community resources, and storm relief services such as temporary housing/rental assistance, utility assistance, transportation, food, medical needs, clothing, and other essential supplies.
- Enter client outcome data into SAI project database (number of individuals and families served, the services provided, demographics and other information that may be required.
- Other duties as assigned.

**Requirements:**

- Cultural competency necessary to provide case management, and outreach services to storm victims/clients.
- Previous experience with case management.
- Ability to navigate social service programs and provide successful referrals to clients.
- Able to manage time effectively, meet deadlines, and have excellent follow through.
- Passion for MICOP’s mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Language skills: Ability to speak and write Spanish and English. Ability to speak Mixteco.
- Ability to communicate clearly and effectively with a variety of community members.
- Proficient in MS Office Suite.

MICOP IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY.