POSITION DESCRIPTION

JOB TITLE: Caseworker
DEPARTMENT: Social Services
PROGRAM: Housing and Homeless Incentive Program (HHIP)
REPORTS TO: Program Director
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, Santa Maria office
STATUS: Non-Exempt
HOURS WORKED: Full Time, 40 hours/week
HOW TO APPLY: To apply, send resume to and cover letter to: HR@mixteco.org
DEADLINE TO APPLY: Open until filled

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
Under funding provided by CenCal Health the Caseworker will provide outreach and case management services in the local community. The caseworker will address outreach and inequities for underserved populations and victims by increasing access to housing and services through appropriate language and cultural based services.

Responsibilities
● Provide case management, support, guidance and assistance in the indigenous migrant local community.
● Prepare reports and narratives for CenCal to update and track progress of efforts.
● Participate in efforts to increase readiness and infrastructure for community health workers and promotores.
● Perform client needs assessment and referrals to appropriate programs.
● Based on needs assessment, develop individual case plans and collaborate with clients to implement and assist in achieving positive outcomes.
• Connect clients with appropriate resources, and support systems such as counseling, and basic needs such as housing assistance, food, clothing, healthcare.
• Refer members experiencing homelessness to United Way’s rent stabilization program.
• Maintain a network of referrals and stay updated on resources to provide the best support to clients.
• Assist clients in navigating applications, understanding their rights, accessing benefits.
• Provide support, guidance and counseling to clients so they can make informed decisions.
• Monitor and Evaluate program, and make adjustments or recommendations to the case plan, as needed.
• Maintain accurate and up-to-date case records, progress notes, and information used for reporting.
• Track metrics and deliverables.
• Assist clients in accessing immediate assistance, as needed.
• Collaborate with other agencies and service providers involved with client case management.
• Offer support to victims of violence, make police reports and navigate the judicial system.
• Accompany victims of domestic violence to the family justice center (accompaniment can be by bus, if the client needs it so that the person learns to use public transportation methods).
• Provide assistance in completing the restraining order packet.
• Support the client by helping them make their own statements for the report of domestic violence. If necessary, the report is initially made in Spanish and then translated into English.
• Provide support and help by navigating and connecting the client to shelter centers and immediate resources for victims of domestic violence (DV, shelter house for victims of domestic violence).
• Deliver basic and/or emergency needs to the home if the client does not have transportation.
• Make emotional support calls—the frequency of these calls depends on the interest of the person—it can be three times a week, for one hour.
• Offer support in completing the custody information packet.
• Assist client in filling out child support packets.
• Assist client in making court appointments.
• Offer support to complete the forms to follow the restraining order process in civil cases.
• Refer the client for counseling sessions, if the person is interested.
• Provide assistance to the client with the EDD processes: disability, family leave, conference calls to the EDD, complete EDD forms so that families can apply.
• Carry out outreach to the community through an information table, outreach in the field, visits to places such as bakeries and schools.
• Participate in team meetings, case conferences, and coordination efforts, as needed.
• Other duties as assigned.

Requirements

• Language and cultural competency necessary to provide case management, and outreach services in the indigenous migrant local community.
• 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: excellent communication skills in English, both written and spoken.
• Ability to communicate clearly and effectively with a variety of community members.
• Ability to speak Spanish and an indigenous language fluently.
• Reliable transportation.
• Proficient in MS Office Suite.

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