



## **MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT**

### **Position Description**

**JOB TITLE:** Caseworker

**DEPARTMENT:** Behavioral Wellness

**PROGRAM:** Opportunities for Youth

**REPORTS TO:** Program Manager

**SALARY:** \$20/hr-\$24/hr

**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:** Work in person at MICOP's Oxnard office. Travel to all of MICOP's California locations when necessary (currently Oxnard, Santa Maria, and Paso Robles).

**STATUS:** Non-Exempt

**HOURS OF WORK:** Full Time, 40 hours/week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto: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**

The OFY Caseworker is responsible for providing emotional and concrete support to undocumented, unaccompanied minors, as well as helping design and implement best practices that strengthen family resiliency and family reunification. MICOP's Opportunities for Youth (OFY) program takes a trauma-informed, youth-centered approach to supporting indigenous & non-indigenous undocumented unaccompanied minors living in Ventura & Santa Barbara Counties. A majority of the youth experience trauma due to a number of reasons, including arriving in the US after being forced to leave their home countries, being held in immigrant detention, being separated from their families, the isolation of living in a new country, as well as the pressures of navigating the US immigration system. The need for access to resources, advocacy, and follow up is extensive for both youth and their sponsor.

## **Responsibilities**

- Meet with youth to assess and identify their needs.
- Build relationships & trust with participants.
- Provide emotional support to youth and their sponsors in collaboration with the OFY Team.
- Work with participants to write and complete a plan of action to set and reach their goals.
- Help participants navigate and gain access to community resources, including follow-up.
- Identify and partner with local community resource providers.
- Work closely with Opportunities For Youth Team to support program participants.
- Create and implement workshops/meetings for youth and their sponsors.
- Coordinate and partner with MICOP's immigrant legal services team.
- Enter data into the tracking system, write progress notes and reports.
- Other duties as assigned.

## **Required Skills**

- Language skills: ability to read, write and speak English and Spanish required and speak an indigenous language like Mixteco or Zapoteco.
- Listening skills, using empathy and compassion.
- Take initiative and a strategic approach to problem solving.
- Excellent interpersonal & communication skills
- Ability to work well in a team as well as independently.
- Proficient in MS Office Suite (Word & Excel).
- Have a passion for supporting & empowering our indigenous migrant community.
- Flexible schedule with the ability to work evenings and weekends, when needed.

## **Experience**

- Previous experience as a caseworker and providing trauma-informed care.
- Have experience working with youth, especially unaccompanied migrant children or those separated from their families.

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