



## **DORCAS INTERNATIONAL** INSTITUTE OF RHODE ISLAND

Dorcas International is seeking a **Case Management Associate**. Do you excel at providing excellent service to colleagues and clients? If so, then Dorcas International may be the place for you!

For nearly 100 years, Dorcas International Institute of Rhode Island has helped new arrivals and those with cultural and language barriers to achieve autonomy through education, employment services, refugee resettlement, family literacy, interpreting and translating, and immigration and citizenship services.

The **Case Management Associate** assists the case management team with client and program related tasks including preparing housing for refugee arrivals, providing support to clients for appointments at the Department of Human Services (DHS) or other community agencies.

### **The candidate should possess the following:**

- Ability to comfortably interact with people of various backgrounds and language abilities
- Ability to communicate clearly and professionally
- Problem-solving skills; able to assess problems, generate solutions, and make recommendations and/or resolve the problem
- Well organized; ability to plan and accomplish daily priorities
- Flexibility to rearrange schedule (some evening or weekend hours) occasionally
- Excellent driving record/ able to drive a U-Haul truck
- High School Diploma/GED preferred
- One year of experience in construction or maintenance preferred
- Bilingual a plus

### **Why should you apply?**

- Generous employer paid health & dental benefits
- Generous paid vacation, sick and personal leave in addition to 12 paid holidays
- Employer Paid 403b Retirement and Life Insurance
- Starting hourly range is \$13.31-14.95 dependent upon experience

**Interested applicants should send a resume and cover letter by 2/26/2018 to Human Resources:**

**[hr@diiri.org](mailto:hr@diiri.org)**