



## **Immigrant Youth Advocacy Case Manager**

**Job Title:** Case Manager  
**Supervisor:** Program Managing Attorney  
**Program:** Immigrant Youth Advocacy Program  
**Status:** Full-time, Non-Exempt (35 hours a week)  
**Location:** Philadelphia, PA (HYBRID)  
**Salary:** \$50,000.00-52,000.00 (commensurate with experience)

**HIAS Pennsylvania's Mission:** Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

**Immigrant Youth Advocacy Program:** HIAS Pennsylvania's Immigrant Youth Advocacy Program (Youth Team) is the statewide leader in providing legal services to immigrant children and youth. This work includes providing legal services to youth facing removal proceedings in Immigration Court; those involved in the domestic child welfare system; and to unaccompanied children in the custody of the federal Office of Refugee Resettlement (ORR) in facilities in Pennsylvania.

### **Position Description:**

HIAS Pennsylvania seeks a Case Manager to provide culturally and linguistically appropriate case management support to immigrant youth and their families who are represented by the Youth Team in legal immigration matters.

### **Core Responsibilities:**

- Conduct intakes to assess clients' needs and design, implement, and monitor individual service plans for clients;
- Assist clients with obtaining PennDOT IDs, Social Security Cards, school enrollment, OTIP letters, medical assistance, and help accessing any other benefits/services for which clients may qualify;
- Help distribute in-kind donations (i.e. winter coats, Baby Bundles, Cradles to Crayons);
- Maintain service directory and provide information/referrals to external resources such as other legal service providers, victim services agencies, physical and mental health services, housing, education, and financial literacy programs;
- Provide personal advocacy with school district staff, law enforcement agencies, medical providers, employers, landlords, and various social and legal services agencies, which may include accompaniment to related proceedings and appointments, as needed;
- Assist clients and attorneys with collection of key evidentiary documents in support of legal immigration case, including police reports, medical records, and mental health evaluations;
- Work in collaboration with Youth Team attorneys and staff to establish case management priorities;

- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;
- Identify, outreach, and build partnerships with community agencies and service providers to develop community resources and support the ongoing needs of Youth Team clients; and
- Maintain case files and data entry in case management database.

**Additional Organizational Requirements:**

- Actively participate in Legal Team meetings, Youth Team meetings, and other department, agency, and regional meetings as needed;
- Identify and attend webinars and trainings relevant to the work; and
- Other duties as required by the funder and/or the needs of the program.

**Qualifications:**

- Bachelor’s degree in social services or a related field with some experience in direct service and/or advocacy is required;
- Preference given to candidates with experience working with youth, immigrants, trauma survivors or other vulnerable populations;
- **Spanish proficiency required;**
- Strong verbal and written communications skills in English and Spanish;
- Proficiency in Google Workspace, Microsoft Office (Excel, PowerPoint, etc.), and database management;
- Ability to work both independently and collaboratively in a team environment;
- Ability to work effectively with people of diverse backgrounds, lived experiences, and communication styles;
- Excellent organizational and time management skills;
- Ability to exercise sound judgments in decision-making;
- Ability to identify challenges and provide recommendations for solutions; and
- Committed to the mission, vision, and values of HIAS PA.

**Other Information:** HIAS PA is currently working on a hybrid model. HIAS Pennsylvania requires all staff be fully vaccinated against COVID-19 with the exception of those who have medical or religious beliefs exemptions.

**Why Join the HIAS PA Team?**

- **Competitive salary commensurate with experience**
- **Exempt position with 35-hour work week**
- **Employment package includes comprehensive health insurance coverage**
- **403(b) Retirement account with employer contribution**
- **Generous Time Off including: Vacation, PTO, Paid Holidays**
- **Company paid life insurance, short-term and long-term disability insurance**

**How to Apply:**

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.

**To apply please send a cover letter and resume in pdf format to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org). Please make the title of the position that you are applying for the subject of your email. No phone calls, please.**