



Job Description

Position title: Health Programs Caseworker

Reports to: Health Programs Manager

Classification: Part-time, Non-exempt

Supervises others: No

Salary: \$20.22-\$23.07 per hour

Location: 95825 - Sacramento

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate is organized, proactive and solution-oriented, with strong project management and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Coordinate referrals and counseling sessions with clients, interpreting in Dari/Farsi when needed.
- Collaborate with clients to develop individualized service plans that address their short and long-term goals and objectives.
- Perform case management services for clients enrolled in Health Programs.
- Assist Afghan clients in navigating social services, submitting and following up with referrals when necessary.
- Participate in the response to emergency and non-emergency calls from Afghan women clients.
- Build community of support for women at risk of mental illness and adjacent issues such as domestic or sexual violence.
- Maintain complete and accurate records of clients and services provided.

Required Qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Effective communication skills in Dari/Farsi.
- Must have strong telephone and customer service skills.
- Capable of dealing with frequent change, delays, or unexpected events.
- Careful about detail and thorough in completing work tasks.
- Can easily identify and resolve problems in a timely manner.
- Ability to manage multiple priorities.

Preferred Qualifications: The requirements listed below are not required but are desired.

- One to two years of experience in a case management role.
- Two years of experience in a social or human services related field.
- Exceptional computer skills including Microsoft Office programs.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Health Programs Caseworker** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org Include “Health Programs Caseworker” – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.