

Job Title	RCA Case Manager
Employer/ Agency	Catholic Charities
Job Description	<p>The Refugee Resettlement department is seeking a RCA Case Manager to assess eligibility for refugees, asylees, and others for the Refugee Cash Program.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Determine eligibility for refugees, asylees, and other eligible clients for refugee services for RCA benefits. • Collect appropriate income information to determine clients eligibility for the Program. • Provide program orientation, request checks for client, and provide direct and vendor assistance. • Monitor client's program compliance in monthly basis. Evaluating program participation benefits and maintain organized file documentation. • Disburse checks to the clients during RCA program eligibility. • Maintain client files and assure completeness and accurate file documentation in compliance with funding requirements. • Perform other duties as assigned by the supervisor, attending meetings with other service providers, participating in staff retreats, United Way tours, agency fairs and speaking engagements, assisting with special organizational projects/events, etc.
Qualifications	<p>Requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree or comparable experience • Bilingual in Spanish language • Demonstrated organizational and planning skills

	<ul style="list-style-type: none"> • Demonstrated success in dealing with a variety of people • Ability to handle confidential client information • Three years experience in refugee work or social work • Knowledge in computer applications
Salary/Hours	TBD
Employer/Agency	Catholic Charities of the Archdiocese of Galveston- Houston
Address	2900 Louisiana Houston, TX 77006
City, State, Zip	Houston, TX 77006
Contact Person	Brenda Bocanegra
Contact Title	HR Manager
Telephone Number	713-526-4611
Fax Number	
Email Address	bbocanegra@catholiccharities.org
Application Method	e-mail
Opening Date	Sep. 3, 2014

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