

Position Title: International Social Services Caseworker

Expected Number of Hours: On-call on rotating basis **Expected Duration:** 1 year, renewable

Location: St. Joseph County Chapter **Computer Savvy:** Any level

- Special Requirements:**
- Ability to work sensitively and compassionately with diverse population of clients
 - Good listening and interview skills
 - Appreciation for & interest in other cultures
 - Good organizational skills
 - Familiarity with MS Office software and use of internet
 - Willingness to do required paperwork

- Description:** As the International Social Services Caseworker, you would:
- Interview refugees and immigrants to obtain information and develop and implement casework plan to facilitate communications between clients and their families
 - Respond to requests from national headquarters to deliver messages or search for individuals within chapter's jurisdiction
 - File and enter data for each client

Supervisor: International Services Program Coordinator