



**SERVICIOS PARA EL AVANCE DE LA MUJER**  
**SERVICES FOR THE ADVANCEMENT OF WOMEN**

110 N. Ocean Avenue, Patchogue NY 11772

Phone: (631) 980-2555, [www.sepamujer.org](http://www.sepamujer.org)

**POSITION TITLE: MRAP Case Manager**  
REPORTS TO: MRAP Program Coordinator  
Hours/Week: 40 HRS (Full Time)  
Salary range: \$48,000 - \$60,000  
FLSA Definition: Exempt

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**Background:**

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

**Job Description:**

As a Case Manager for Migrant Relocation Services at SEPA Mujer, you will play a pivotal role in providing comprehensive case management and direct assistance to migrant families throughout their relocation process. Reporting directly to the Migrant Resettlement Program Coordinator, your responsibilities will encompass a wide range of crucial tasks aimed at ensuring the smooth transition and integration of families into their new homes and communities.

This role as an MRAP Case Manager is integral to achieving the program's objective of fostering self-sufficiency among migrant families within one year of receiving program services. By building strong relationships, facilitating housing placements, and delivering comprehensive support, you will directly contribute to the success and lasting impact of the MRAP program.

This position requires dedication, empathy, and effective coordination skills to ensure the well-being and successful integration of migrant families into their new communities. Your commitment to providing holistic support and advocating for the needs of families will be instrumental in achieving positive outcomes and empowering families towards self-sufficiency.

**Key Responsibilities:**

- Create customized intervention plans for each family based on their unique needs and circumstances within the MRAP program.
- Perform comprehensive assessments to identify primary needs and ongoing evaluations to track progress and adjust plans as needed.
- Develop individualized plans that address specific needs and establish achievable goals for integration into their new community.
- Work closely with the Program Coordinator and MRAP Community Liaison to identify suitable housing options for families.
- Assist families in completing housing applications, preparing for interviews, and navigating inspections.
- Ensure smooth transitions from temporary to permanent housing, coordinating all necessary arrangements and services for families.
- Collaborate with the MRAP Community Liaison and team members to select eligible families for housing opportunities and coordinate necessary supports.
- Connect families with essential resources such as health insurance, education, child care, and employment opportunities.
- Provide accompaniment and support as needed during critical actions like healthcare visits and educational enrollments.
- Work with the legal team to provide necessary legal support and guidance to families as they navigate legal processes and rights.
- Offer emotional support that is trauma-informed and culturally competent, addressing the emotional well-being of individuals and families.
- Collaborate with the Health Equity Coordinator to connect families with mental health services and support systems.
- Assist families in securing food, clothing, and applying for social services benefits to meet their basic needs.
- Facilitate referrals to job training programs and placement services to enhance employment opportunities for families.
- Ensure the safety and well-being of migrants by implementing safety protocols and advocating for their rights and needs.
- Conduct monthly orientation meetings with families to provide updates, share resources, and address any concerns or questions they may have.
- Provide logistical and operational support during family relocations, including coordinating transportation and ensuring adherence to program guidelines.
- Guide families in the search for new housing if they are not able to continue in their current residence after the one-year program period.
- Facilitate a smooth transition and ensure families exit the program in an organized manner, supporting them in finding suitable housing options that meet their needs and circumstances.
- Additional Responsibilities: Undertake other duties and responsibilities as assigned to support the overall objectives of the MRAP program and agency.

**Qualifications:**

- Associate's or bachelor's degree with a minimum of 2 years of professional experience in community engagement, preferably in the context of migrant services.
- Proven experience in case management, preferably with migrant or vulnerable Populations.
- Knowledge of the different resources available in Suffolk County for the migrant population.
- Knowledge of trauma-informed care principles and cultural sensitivity.
- Ability to develop and implement individualized plans.
- Familiarity with legal processes related to migration is a plus.
- Excellent interpersonal and communication skills, and ability to successfully collaborate with the population.
- Ability to adapt to MRAP program protocols.
- Proficiency in English and Spanish is required.
- Strong organization and time management skills.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Ability to manage multiple priorities and work independently and as part of a team.
- Cultural sensitivity and commitment to promoting the well-being of migrant families.
- Must have a valid driver's license and drive families in your car as needed.
- Compassionate, patient and empathetic behavior with clients of the MRAP program and with those of the entire agency in general.

**Benefits and Perks:**

- Health insurance coverage after three months of employment.
- Vision and Dental insurance coverage.
- Flexible Spending Account (FSA)
- 403b Retirement Account
- Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year.
- Five additional PTO dates will be offered as a wellbeing / self-care package.
- Professional development opportunities.
- A dynamic and inclusive work environment.
- The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.
- Holiday Vacation: The office is closed from December 24th to January 1st.

**Language:**

English (Required)

Spanish (Required)

**Submit Resume and Cover Letter:** [jobs@sepamujer.org](mailto:jobs@sepamujer.org) or apply online at Indeed.

**Deadline to apply:** July 31st, 2024

**Job Type:** Full-time

**Salary:** Salary is commensurate with experience (\$48,000 - \$60,000)

**Location:** The candidate must be able to reliably commute to our locations in Patchogue, NY, and Riverhead, NY.

**\*SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability or sexual orientation.\***