The International Institute of Buffalo is seeking a FT, hourly Case Manager for the Refugee Resettlement Department.

This individual is responsible for guiding newly arrived refugees through the resettlement process with the goal of self-sufficiency.

Duties include obtaining housing for clients, airport pickups, providing orientation to US systems, linking clients with available and required services, maintaining case files, submitting reports and advocating for clients, and complying with federal contract guidelines.

Candidates for this position must possess excellent written, verbal and time management skills, and be computer literate. Experience with diverse cultures is preferred, previous client services experience is required. Valid drivers license and own transportation is a must.

This is an hourly position with starting pay of $11.00 per hour. Interested candidates please send resume and cover letter to the International Institute of Buffalo dbeehag@iibuff.org.