



Catholic Charities
OF SOUTHERN NEVADA

JOB DESCRIPTION

Case Aide

Migration and Refugee Services Program

The Case Aide is a member of the resettlement team and will partner with the Case Workers in providing quality case management services to refugee clients. The Case Aide will ensure that all required services are provided to clients in a timely manner. This includes: apartment set-up, transportation to scheduled appointments, school registration and shopping, assist with completing Social Service forms and applications, and translation when needed.

Successful applicants must be able to work in a multi-cultural setting, speak a second language and have proficient computer skills. This position requires a driver's license with a clean driving history and must be able to pass a defensive driving course offered by Catholic Charities. You must be able to lift 25 lbs and have flexible work hours.

We offer an excellent benefits package including 12 paid holidays and a pension after 1 year of service. Catholic Charities is an equal opportunity employer.

Please fax resume to Kimberly Kindig at 366-2060