



Case Manager

MN8 began as a grassroots campaign in August 2016, formed by the families of 8 Cambodian Minnesotans to prevent their detention and deportation by U.S. Immigration Customs and Enforcement. MN8 has grown through the active participation of Asian American grassroots community organizers and people affected by U.S. detentions and deportations of immigrants, expanding its mission to advocate for all Southeast Asian immigrants and refugees facing unjust detention and deportation. We believe those who are most impacted must have power, voice, and resources for change to happen.

POSITION SUMMARY

The Case Manager will provide case management and care coordination to Southeast Asian families in Minnesota (with a focus on Khmer families) who are directly or indirectly impacted by the threat of detention and deportation. This position will require working in depth and on a 1-on-1 basis with families and their loved ones. Case management will focus on two areas: (1) empowering impacted people to fight their cases, advocate for themselves and their loved ones, shape and share their narratives, and exercise their Right to Stay by connecting individuals and families with the information, resources, and connections necessary to fight their cases; and (2) general case manager services, mutual aid and direct support needs related to culturally specific food insecurity, mental health, transportation access, housing, and financial assistance.

- **Reports to:** Executive Director
- **Hours:** Full Time, 40+ hours per week (must be available to work flexible hours, which can include days, evenings, and/or weekends due to client availability)
- **Location:** For the duration of COVID, mostly remote with occasional work in our Saint Paul, MN office. Post-pandemic this position will be expected to be in the office 5 days a week
- **Compensation:** \$45,000-\$55,000, exempt. Full benefits include: professional development training, health, vision, and dental coverage, workers comp, long-term disability, basic life insurance, a 401K retirement plan with matching, 10 paid days of holiday plus last week of the year off, three weeks paid time off, and approximately 9 days of sick/safe leave.

RESPONSIBILITIES:

- Outreach to Southeast Asian families (focusing on Khmer families) to connect and build with MN8
- Build and use infrastructure for case management system, such as intake forms, assessments, tracking, and data management
- Case management for families facing deportation, with attention to each case's context as a human, lived experience that affects families and communities.
 - This role will focus on case management but with the understanding that community care requires support that goes beyond case work (e.g.



referrals for mental health services, applying for SNAP benefits, etc.).

- Data management, with attention to detail and the ability to weave metrics into a broader narrative/scope of storytelling beyond statistics
- Provide direct services, mutual aid, and access to resources to families in MN8's base, complying with HIPAA and Data Privacy Practices
- Build trust, authentic, and accountable relationships with families
 - Track individual cases, provide 1-on-1 coaching and support when needed
 - Ensure families' needs and realities are informing and shaping MN8's strategies and priorities
 - Maintain confidentiality for families, at the level they desire
 - Maintain a non-judgmental, open attitude and commit to each family's goals, regardless of criminal record/other factors
 - Positively represent the organization throughout the community
- In addition to maintaining client files, program records, and developing reports, conducting community needs assessments with attention to multi-generational, direct services, and political education needs (including mutual aid, school to deportation pipeline, etc.).
- Widely share and promote use of the [ReleaseMN8 toolkit](#)
 - Create and coordinate trainings and workshops for related topics, such as telling your story in the media
- Host "group work" sessions during which people can work on their case-related paperwork
- Provide support and resources to returned community members (e.g. with their legal cases, paperwork, and benefits)
- This position may require the ability to work outside regular business hours on an occasional basis to meet client and program needs (e.g. driving to meet with families)

QUALIFICATIONS:

- Experience working with a caseload is helpful
- Demonstrate an understanding and involvement in social justice movements and commitment to the abolition of deportation and detention
- Demonstrate an understanding of how crimmigration has impacted families and children
- Detail-oriented, creative, self-starter who can work collaboratively with a team
- Strong interpersonal and communication skills, with the ability to maintain a high level of confidentiality
- Commitment to self-care and healthy boundaries in a role where emotional labor is required

TO APPLY

Email your resume, cover letter, and 3 references to montha@minnesota8.org. Applications will be accepted until May 15, 2022. We will review applications on a rolling basis, and the candidate position will ideally begin in late May or early June.