



**Position Title: Part-Time Case Worker/Cultural Mediator
for The Micronesian Resource Center One-Stop Shop**

To apply – Send Resume, Cover letter and 3 professional references to: jsetik@manelu.org

- This is a one year grant funded position and is contingent on availability of funds.
- Application Deadline – February 26, 2021

Job Description:

The Case Worker/Cultural Mediator is responsible for assisting clients in navigating community and government services; facilitating orientation trainings and information workshops; management of client caseload; and promoting the services of the Micronesian Resource Center One-Stop Shop. The position is for 20 hours per week.

Qualifications:

Priority is given to candidates who meet the following qualifications

- High school diploma required
- 3 years of experience working in social services or related field
- Experience working with special populations and migrant populations
- Bilingual in English & Chuukese or English & Pohnpeian
- Valid Guam driver's license and ability to be covered by agency liability insurance
- Competent in Microsoft Office
- Demonstrated understanding of migration issues and sensitivity to diverse communities
- Strong written, verbal and interpersonal skills

Duties include, but not limited to:

- Assist in providing orientation workshops and general information services to clients who have recently migrated to Guam from the Freely Associated States.
- Collaborate and consult with other service providers to ensure delivery of services to clients.
- Engage clients from diverse and challenging backgrounds.
- Assist in the implementation of education and outreach activities in targeted communities.
- Establish and maintain trusting relationships with constituents and community/cultural leaders.
- Understand and have the ability to refer needs or problems to appropriate service providers.
- Facilitate workshops and information sessions to improve integration process of Micronesian families.
- Inform community members of activities and programs delivered by the Micronesian Resource Center One-Stop Shop.
- Serve as a representative of the organization and project.
- Manage and encourage attendance and participation in Micronesian Resource Center One-Stop Shop services and events.
- Maintain client files, data collection and other reporting requirements as determined by funding agency.
- Other administrative tasks related to program operations.

Mañe'lu is a drug-free, tobacco-free workplace. All new-hires are contingent upon a drug test and criminal background check.