



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Case Manager

Bremerton, WA  
February 2025

Department: Family Services  
Reports to: Director of Family Services  
Amount of Travel Required: 10%

Job Status: Full Time  
Job Type: Nonexempt

---

## Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

KIAC is seeking a compassionate and dedicated Case Manager to join our Family Services team. This role will focus on connecting community members to essential housing, employment, and other resources, supporting housing initiatives, and strengthening partnerships with local organizations. The Case Manager will also assist with community events, walk-ins, and direct client support to ensure that families receive the wraparound services they need.

## Essential Functions

### Client Support & Case Management

- Work directly with community members to assess needs and connect them with housing resources, rental assistance programs, and emergency shelter options.
- Support housing initiatives by collaborating with local tenants, organizations and government agencies to advocate for sustainable solutions.
- Assist families and individuals in navigating community resources, including health services, employment, transportation, and other social supports.
- Provide direct support through walk-in services, helping clients access immediate resources and referrals.



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

- Maintain accurate and confidential client records in accordance with KIAC policies.

## Community Engagement & Partnerships

- Build and maintain strong partnerships with local housing, health, and social service organizations to expand available resources for KIAC clients.
- Represent KIAC at community meetings, coalitions, and advocacy efforts related to housing and other KIAC initiatives.
- Assist in planning and executing KIAC's community events, including resource fairs, health clinics, and outreach efforts.

## Administrative & Program Support

- Track and report case outcomes, client needs, and service gaps to inform program development.
- Work collaboratively with the Family Services team to strengthen and expand KIAC's support programs.
- Stay informed on housing, health and other policy changes that may impact immigrant communities.
- Support with driving clients to appointments if needed.

## Additional Responsibilities

- Collaborate with and meet regularly with the Family Services team and attend staff meetings.
- Collaborate on organization-wide initiatives, advocacy efforts, and community events that align with the organization's mission.
- Perform other duties as needed to contribute to the overall success of the organization's mission.

## Required Qualifications

- Demonstrated commitment to language justice and equity, with experience working in multilingual environments.
- Fluency in English and Spanish (written and spoken)
- Experience in case management, social services, or community outreach, particularly in housing, employment, or health-related fields.
- Commitment to serving immigrant and BIPOC communities with a social justice and equity lens.
- Strong interpersonal and communication skills, with the ability to build trust with diverse communities.
- Ability to work collaboratively in a team-oriented environment while also managing independent tasks.
- Professional attitude and firm commitment to KIAC's Confidentiality Agreement.



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

- Proficiency in Microsoft Office, client management systems, Google Workspace, and other administrative tools. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, ten-key machines and fax machines.
- **Valid driver's license and reliable transportation** to travel between community sites, partner organizations, and client meetings. Must also have vehicle insurance per Washington state law.
- Ability to pass a background and driving record check indicative of the position requirements.

## Preferred Qualifications

- **Familiarity with Mam (Mayan language)** or a basic understanding of Mam, with the ability to communicate key information, is preferred.
- Lived experience as a migrant or working closely with migrant communities.
- Knowledge of local housing and health resources, including government and nonprofit programs.

## Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events.

While performing the duties of this job, the employee may occasionally be required to discuss and engage with issues related to lived trauma and the immigrant experience.

This position is primarily in-office work with some hybrid flexibility. Additional travel in surrounding regions for events and meetings may be required occasionally.

## Work Environment

This is primarily an office position. The employee primarily sits at a desk but has the opportunity to move about at will. Hand-eye coordination is necessary to operate office equipment. The employee will occasionally lift and carry up to 25 pounds.

## Reasonable Accommodations Statement

To accomplish this job, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Compensation

This is a salaried nonexempt position. The pay range for this position is \$24-25.24/hr , depending on experience.

## Benefits

Benefits package includes generous paid time off. Full-time employees are eligible for medical, dental, and vision insurance. KIAC covers 100% of medical, dental, and vision with options to add dependents (at cost), and retirement.

## To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Submit resume, cover letter, and references:

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References: Provide names of three persons not related to you. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).

Priority consideration to applications received by 5:00 p.m. April 25, 2025. Applications will be reviewed on a rolling basis until the position is filled.

---

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.