



**SOCIAL SERVICES MANAGER (SPANISH / ENGLISH)  
FULL-TIME,  
NON-EXEMPT  
[HTTPS://NWIRP.ORG/JOBS](https://nwirp.org/jobs)**

**SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a Social Services Manager to join an interdisciplinary legal team. As the Social Services Manager, you will work closely with NWIRP's legal staff across the organization, primarily in the coordination of social services available to NWIRP clients.

The position is supervised out of the NWIRP headquarters in Seattle, Washington, however the Social Services Manager will serve all four NWIRP offices (Granger, Tacoma, Wenatchee, and Seattle). We anticipate you will work from NWIRP's Seattle office, but we welcome candidates with an interest in working from any of the four NWIRP offices. Regardless of the position's location, you will occasionally travel within the State to each office. This position is ever-evolving, based on the needs of the communities NWIRP serves, and will require someone who excels at initiating and leading delivery of services, works well independently as well as in a team, is highly adaptable, and able to build rapport with a diverse community of clients, partner organizations and internal staff.

**COMPENSATION AND BENEFITS:**

Beginning annual salary for candidates with no relevant experience is \$28.81 per hour (\$52,447 annually) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience the compensation would be \$35.61 per hour (\$64,825 annually); 20 years = \$42.14 per hour (\$76,712 annually). This role is also eligible for additional supervisory pay.

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- 100% of premiums for excellent health, vision and dental plans, as well as Health Savings Accounts or Flexible Spending Accounts;
- 3% employer retirement contributions;
- Employer paid disability/life/AD&D coverage;
- Annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days;
- Subsidized transit pass;
- 12 weeks of paid parenthood leave after 6 months of employment;
- 4 weeks of paid sabbatical after 5 years of employment.
- This role is eligible for a supervisor pay bump.
- Eligible for relocation expense bonus

## COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

## RESPONSIBILITIES:

In this position you will:

- Collaborate with NWIRP's legal staff in an interdisciplinary manner to assess client needs
- Work alongside NWIRP's legal staff to prioritize case assessment, strategy and management of services
- Provide NWIRP clients (focusing on survivors of violence, children and youth) with information, coordination, and appropriate referrals to address various needs, including safety planning, housing, translation, protection orders, health services, counseling, education, employment, family law and public benefits, all while maintaining confidentiality
- Maintain an ongoing caseload of clients with exceptional needs, including safety planning and post-detention release plans as necessary
- Supervise and serve as the field instructor for social work interns during the school year, comprising the NWIRP Social Services Unit
- Provide technical assistance to NWIRP staff, as needed, and coordinate and maintain an internal community resource library for NWIRP legal staff and clients
- Provide in-house training to NWIRP staff, as needed.
- Occasionally, travel within the state to each of NWIRP's other offices in Granger, Tacoma or Wenatchee as well as when needed for completion of other job requirements may be required
- Engage in outreach and community education in the interdisciplinary area of immigrant rights and social work
- Conduct outreach with social service providers to develop relationships so NWIRP clients can better access social services from these agencies
- Perform administrative tasks related to grant reporting and other requirements
- Participate in NWIRP's development efforts
- Perform other tasks as required and directed by supervisory staff

**Physical demands:** While performing the duties of this job, you will be regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. Occasional travel within the State.

**Emotional demands:** While performing the duties of this job, you will be regularly required to discuss topics including, but not limited, to discrimination, domestic abuse and violence. Ability to manage high-stress situations.

## REQUIRED PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Demonstrated commitment to immigrant rights and eagerness to support NWIRP's mission, vision and values.
- BSW with two years of demonstrated experience post-baccalaureate in the practice of social work, *OR* an MSW generalist with extensive relevant experience which could include internships or jobs focused on:
  - Competent case management and/or
  - Providing direct services to clients, preferably to survivors of violence and/or children and youth within immigrant communities.
- Must be Bilingual (English/Spanish). Additional languages are a plus.
- Experience with multi-line phone systems and call handling in a high-volume environment.
- Ability to provide client-centered customer services with a trauma focused approach.
- Excellent written and verbal communication skills
- Experience with Microsoft Office and G Suite (especially Gmail, Drive, Docs and Sheets), databases, Internet browsers and multifunction copiers/printers.
- Ability to work independently as well as in a diverse team environment.
- Must be resilient and empathetic with a high level of personal integrity and excellent interpersonal skills when engaging with clients and staff.
- Must be able to efficiently manage multiple tasks, work well under high-stress situations, and anticipate quickly changing needs.
- Ability to interface with the impact of secondary trauma.
- Highly motivated, resourceful, open minded, flexible and easily adaptable to change.
- Valid Driver's License.
- A minimum two-year commitment to this position is preferred.

## REPORTS TO

Directing Attorney: VAWA Unit

## TO APPLY:

Please consolidate your resume and cover letter into one single file and submit your application via:

<https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>

For your cover letter, please indicate a) why you are passionate about immigrant rights; b) why you think you are a good fit for the role. **Applications will be accepted on a rolling basis. The ideal candidate should be able to start by July 1<sup>st</sup> or sooner.**

## ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 160 countries and speak

over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of 120 and an annual budget of over \$13 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.