

# Bilingual Caseworker Job Announcement (Spanish/English)



**The Women's Building (TWB)** is a women-led community space based in San Francisco, CA that advocates self-determination, gender equality, and social justice. We provide services and programs to empower women, are the home to a variety of non-profit organizations, and are a community center with meeting spaces available for rent.

Through our partnership with **Global Refuge**, TWB helps ensure that unaccompanied immigrant children are safely released from detention and reunited with loved ones who are well-equipped to care for them, giving them every opportunity to grow and thrive.

Applicants should already be Bay Area-based, please do not apply from out of state or out of the area.

**Objective:** To provide case management and supportive services to minors released from federal custody and reunited with caregivers (sponsors).

## Responsibilities

- Conduct home visits and phone contacts with the dual purpose of assessing safety and appropriateness of a child's placement with his/her caregiver (sponsor), and connecting the child to services in the community to address risk factors.
- Perform ongoing case management with a focus on screening and making appropriate referrals to address child's needs in the following domains: placement issues, safety issues, education, health, mental health, legal/immigration proceedings, substance abuse, independent living, juvenile/criminal justice, and child enrichment activities.
- Submit detailed and thorough documentation in compliance with our policies and procedures. Utilize social work best practices for thorough assessments of child's progress and services provided.
- Maintain regular and timely communication around any issues concerning the child's safety, stability, or well-being in the placement.
- Inform us about trends, challenges, and successes in working with the population.
- Participate in trainings on cultural competence, service provision, and others
- Participate in The Women's Building bimonthly staff meeting, weekly 1:1 supervision, and weekly team meetings.

## Qualifications:

- Education Training: Bachelor's degree is required preferably in social work, or other relevant degree. Other degrees will be considered with equivalent experience.
- Licenses/Certifications: None.
- Experience: At least one year experience with child welfare programs is required. Previous non-profit experience preferred.
- Knowledge/Skills:
  - Bilingual (English and Spanish required)
  - Cultural humility and experience in working with diverse populations, including communities of color, immigrants, LGBTQ+ communities, and persons of various ages, socioeconomic backgrounds, health status, and abilities
  - Excellent crisis intervention, critical assessment and analysis skills
  - Commitment to empowering migrants and refugees

- Cross-cultural or international experience preferred
- Critical assessment and analysis skills
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Punctual, reliable, and highly organized
- Computer Fluency (Microsoft Office applications and Google Workspace)
- Other:
  - Ability to pass a federal and criminal background check and CASII check
  - Ability to travel to home visits and other service agencies up to 70% of the time
  - Ability to work on-site or at home (hybrid schedule available after completion of training)
  - Vehicle required; CA Drivers license and insurance required
  - Ability to remain in stationary, sitting or standing positions for extended periods of time.
  - Ability to lift up to 25lbs.

**Starting date:** As soon as possible **Salary:** \$34.09/hour **Schedule:** M-F 37.5 hours/week

**Benefits:** Paid Meal Break, Medical Insurance, Dental Insurance, Life Insurance, Vacation, Sick Leave, Retirement with Employer Match, Paid Holidays, Mileage Reimbursement, Travel Expense Reimbursement

**ALL APPLICANTS MUST SUBMIT THIS [APPLICATION](#). THEN SEND THEIR RESUME AND COVER LETTER TO [VANESSA@WOMENSBUILDING.ORG](mailto:VANESSA@WOMENSBUILDING.ORG). DEADLINE IS DECEMBER 15, 2025.**