



**Job Opening: Bilingual Case Manager**

**Hours:** Full-time, 8:00-5:00 pm; 40 hours per week, Possible evenings/weekends

**Compensation:** \$19.00 - \$21.00 per hour, Non-exempt

**Benefits:** Health, Dental and Vision Insurance, Vacation & Sick Leave

**Office Location:** Longmont, CO

**Reports to:** Lead Case Manager

**Our Mission:**

El Comité de Longmont is a social justice and human services organization established to meet the needs of the Latino and immigrant communities in Longmont and Boulder County. As the only fully bilingual and bicultural social service provider in the county, and one of the few Latino-founded, -run and -serving organizations in the county, our services are vital for the over 3,000 people we serve annually, 99% of whom are Latino. Our programs expand social connections and build concrete supports around our participants, and as a result, enhance resilience, economic stability, for Latinos and immigrants in the community. Our core services include walk-in services, legal access, adult education classes, and community engagement.

**Job Summary:** El Comite Case Managers provide support and advocacy to El Comité participants to help them navigate systems and get their issues resolved and needs met. The successful candidate will be bilingual (Spanish/English), and will, in collaboration with the participant, assess participant's needs, create and implement a service plan, and connect participants to resources and support services in the community. This position requires effective oral and written communication skills in English and Spanish, cultural competence with diverse populations, strong comfort level working in a bilingual setting, and the ability to respond effectively to diverse needs and work effectively with diverse populations.

**Essential Functions:**

- Assess, determine, and implement client needs and goals working within the articulated values, ethics, and methodology of El Comité's direct service program.
- Advocate for and support clients navigating human services, health care, legal, immigration and other systems.
- Connect clients to resources such as basic needs housing, healthcare, legal services, and employment assistance.
- As needed, monitor clients progress, and provide ongoing support and guidance.
- Collaborate with other community organizations and agencies to coordinate services and referrals for clients.

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- Maintain accurate and updated case notes and documentation.
- Participate in team meetings and training to enhance professional development and coordination of services.
- Other duties as assigned.

**Required Qualifications:**

- Bilingual in English and Spanish.
- Lived or professional experience in case management, customer service, advocacy, or social services.
- Experience working with individuals in need of support or in crisis.
- Knowledge of community resources, benefits, or social service and legal systems.
- Strong interpersonal and communication skills in English and Spanish, both written and oral.
- Ability to work independently and as a part of a team.
- Comfort and experience in bicultural settings and cultural competence with diverse populations.
- Comfort level with basic computer skills and tasks.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, listen, and use hands and fingers to operate a computer keyboard, telephone and other office equipment.
- The ability to work in a busy and sometimes high-stress environment.
- Light to moderate lifting is required.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Leadership reserves the right to assign or reassign duties and responsibilities to this position at any time as needed by the organization. This job description does not constitute an employment agreement between the El Comite and the employee.

To Apply: Send resumes to [Lisa@elcomitedelongmont.org](mailto:Lisa@elcomitedelongmont.org)

Position is open until filled.