



## **MIGRANT FARMWORKERS ASSISTANCE FUND**

P.O. Box 413223  
Kansas City, Missouri 64141  
(816) 968-2227

### **Assistant Healthcare Case Manager**

**Position Description:** The Migrant Farmworkers Assistance Fund (MFAF) is a small non-profit organization located in Kansas City, Missouri, that exists to serve the needs of migrant and seasonal farmworkers in Lafayette County, Missouri (an hour east of Kansas City). MFAF serves approximately 400 migrant and seasonal farmworkers and their families, who live in and/or migrate to Missouri to harvest apples. The organization was founded in 1984 by immigration attorney Suzanne Gladney to provide social and legal services to this unique population, and the organization continues to operate under her guidance to this day. MFAF seeks an organized, self-motivated and detail-oriented individual to serve in the Assistant Healthcare Case Manager position. This position will assist in the provision of language interpretation and case management services for migrant and seasonal farmworker clients in medical, dental, and educational settings.

#### **Essential Responsibilities:**

- Advocate for the basic rights and needs of migrant and seasonal farmworker clients by facilitating access to healthcare encounters and meaningful interpretation services therein.
- Complete comprehensive medical interpreter training course over 10 consecutive Saturdays through Children's Mercy Hospital during the spring and early summer of 2018. While completing this training on Saturdays, the Assistant Healthcare Case Manager will be exempt from working hours on the 10 Mondays following class dates (s/he will work Tuesdays-Saturdays for these 10 weeks only).
- Provide interpretation and case management for clients' healthcare encounters (medical, dental, mental health, specialty care, etc.). This responsibility will include scheduling appointments; accompanying clients to appointments; assisting clients in utilizing available interpretation services or interpreting during clients' appointments; and coordinating referrals for specialty care on behalf of clients.
- Coordinate all file maintenance for client health and educational progress and records by writing case notes and organizing client records in chronological and thematic orders.
- Assist MFAF's Healthcare Case Manager in coordinating schedules with local clinics and other service providers to facilitate healthcare access for migrant clients during special evening and weekend hours during the apple harvest season (August-October).
- Participate in general MFAF programming during the migrant season, such as outreach to migrant labor camps and weekly distribution of food and other essential items to farmworker families.
- Serve as support staff for the Teen Empowerment Collective (TEC) youth program by assisting with the transportation of teens to and from after-school sessions on Tuesdays, being a positive role model for the teens, and supporting the TEC Coordinator in session facilitation and/or planning (as needed).
- Provide interpretation and case management services for migrant and seasonal farmworker clients who participate in Parents as Teachers and other early childhood programming.
- Assist with other MFAF programming during the "off-season", such as educational support programs for both children and adults, school-setting interpretation, IEP case management, monthly food distributions, Women's Group, and other family programs (i.e. Christmas party, graduation dinner).
- Empower migrant and seasonal farmworker clients to better understand, navigate, and access both healthcare and educational systems and services.
- Other responsibilities and administrative tasks as assigned.

**Position Reports to:** Program Director and Executive Director

**Required Qualifications:**

- Bachelor's degree in human services field with relevant extracurricular and/or work experience
- Conversational fluency in Spanish required; ability to speak (both in person and over the phone), read, and write fluently in English and Spanish
- Strong interpersonal, written, and oral communication skills
- Ability to both work independently (i.e. is self-motivated) and thrive in a team setting
- Availability to participate in 60-hour medical interpreter training course upon hire
- **Flexibility and the willingness to work varied hours (including evening hours and occasional weekend work) is key:**
  - In addition to the medical interpreter course, there are typically 2-3 Saturday commitments during the fall apple season for medical clinics for migrants and youth field trips. In the spring-summer months, there are usually 1-2 Saturday commitments for youth-related activities.
  - The apple harvest season (August-October) involves evening hours on all Monday nights (except for Labor Day) for services to migrants. Flexible scheduling (i.e. coming in later on Mondays) is available and highly encouraged.
  - The TEC youth group holds after-school sessions on every Tuesday during the fall semester and every other Tuesday during the spring semester.
- Valid U.S. driver's license and good driving record
- Proficiency in Microsoft Office and Google email and applications

**Position Details:**

- Full-Time – hours are varied depending on the time of the year. The fall apple harvest season (August-October) is the busiest time for services to migrant clients and may entail working more than 40 hours per week; however, the off-season may entail working slightly less than 40 hours per week. Services to clients continue during the off-season, but on a less intensive schedule and to a smaller population of clients. Our office is in Kansas City, Missouri, but the majority of client services is performed in Lafayette County, Missouri.
- During the **migrant season**, the Assistant Healthcare Case Manager's role will entail approximately **75% healthcare-related work** and **25% youth/educational/other social service-related work**. During the **off-season**, the Assistant Healthcare Case Manager's role will entail approximately **40% healthcare-related work** and **60% youth/educational/other social service-related work**.

**Benefits:**

- Salaried; bimonthly payroll with direct deposit available
- Partial reimbursement for health and/or dental insurance premiums is offered to full-time employees with personal insurance plans
- Paid vacation (10 days for the first year of employment) and 10-11 paid holiday days per calendar year
- Use of MFAP vehicles for work-related travel to Lafayette County
- Opportunities for professional development, including participation in local trainings and annual conference hosted by the National Center for Farmworker Health

**Timeline and Application Process:**

- Applications are accepted until position is filled.
- Please send cover letter and résumé as separate attachments to:
  - Elizabeth Reid, Program Director ([elizabeth.mfaf@gmail.com](mailto:elizabeth.mfaf@gmail.com)) and
  - Suzanne Gladney, Executive Director ([migrantproject@hotmail.com](mailto:migrantproject@hotmail.com)).

**Website:** [www.migrantfarmworkersaf.org](http://www.migrantfarmworkersaf.org)    **FB page:** <https://www.facebook.com/migrantfarmworkersAF>