

CAREER OPPORTUNITY

Title: Refugee Employment Specialist
Hours: Full-time, 37.5 hours per week, Non-Exempt



Purpose of Position: Assist Refugees and Asylees in becoming self-sufficient through employment-based case management services and develop employer relationships with those who will hire refugee clients. Also assist secondary migrants as capacity allows.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

I. Refugee Employment Assessment and Counseling (35%)

- In consultation with the resettlement team, identifies employable refugees that are eligible for employment services considering such factors as prior education and employment history, carries an annual caseload of between 125 and 150 cases, and identifies and provides support services to barriers for successful employment
- Supports employable refugees, identifies employment-related issues for each refugee, manages internal and external referrals to address barriers to employment
- Assesses the employability of each refugee and evaluates their employment interest
- Facilitates Job Development, Job Readiness/Placement Assistance, Post-Placement Assistance, and Job Upgrades/Professional Recertification in preparation for job placement and ongoing support for the development of job skills and employment
- Meets individually and/or in small groups for resume development, assistance with on-line job applications and web-based job searches, assistance with applications for community training programs and accompanying refugees to job interviews

II. Employment Attainment and Retention Support (35%)

- Provides transportation of refugee to job interview and pre-interview job coaching
- Assists refugee and potential employer, as appropriate, during the interview process
- Provides debriefing and further coaching upon completion of the interview process
- Provides appropriate assistance during orientation and initial employment period
- Ensures that the refugee receives follow-up in early employment period to assess and address work-related issues as appropriate
- Provides support services to employers during initial employment period
- Informs case managers, when necessary, regarding barriers to successful employment and plans are made to address such barriers

III. Employer Development (10%)

- Identifies potential employers
- Builds working relationships with appropriate employers
- Maintains a database of relevant information about employers with any openness to hiring refugees

IV. Recordkeeping/Case Recording (10%)

- Maintains and organizes case logs and other relevant paperwork pertaining to client records which are obtained by case managers daily
- Maintains and organizes data for reporting in a timely manner and completes reports by deadlines
- Tracks client employment placement data and submits relevant information
- Maintains quality assurance standards
- Ensures that work is well-prepared, easy-to-read, and completed according to program procedures

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V. Teamwork and Professional Growth (10%)

- Actively participates in team process during meetings and informal processes or projects provided
- Brings issues for discussion to team or appropriate team member for discussion
- Participates in ongoing evaluation process of the program provided
- Seeks supervision toward professional development
- Assures own professional development by attending workshops, trainings, and completion of literature review
- Demonstrates attitude and approach of a “team player”

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- Bachelors Degree in Social Work, Business, or related field
- Basic computer skills and familiarity with MS Word and Excel
- Ability to understand various accents and levels of English spoken by limited-language speakers
- Ability to communicate with limited English-speaking clients, including having the expertise to speak to clients through interpreters and translators
- Patience in working with limited language speakers and those learning a new culture
- Sound interviewing and employment development skills
- Knowledge of community resources as they relate to employment
- Ability to work with diverse populations
- Ability to network with other persons, businesses, or agencies to meet client needs/goals
- Willingness to work flexible hours
- Valid Ohio driver’s license and access to private, insured vehicle during working hours

*All interested candidates should send an updated resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402
Or e-mail jobs@cssmv.org or fax to 222-6750*