

CAREER OPPORTUNITY



Title: Refugee Housing/Volunteer Coordinator

Hours: Full Time (37.5 hours, non-exempt position)

Brief Description:

The purpose of the Refugee Housing/Volunteer Coordinator is to provide daily ongoing support of refugee housing and case management needs. Provide supervision to volunteers and interns of the refugee resettlement program. Communicate with case management staff and manager regarding volunteer and programming needs and facilitate use of volunteers to fulfill programming. Provide coordination and collaboration with community partners including landlords, social service providers, and volunteer organizations.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

Management, Supervision, and Development of Volunteers

- Screen, train and manage volunteers and student interns; support volunteers and student interns in following program goals, policies and procedures; monitor the match of the volunteer to programming and opportunities through supervision and review of documentation; support and coach volunteers and student interns in their development; communicate issues and concerns to the program manager and administrative staff.

Oversee Housing Coordination and Ongoing Program Services

- Responsible for appropriate volunteer and intern assignments in order to coordinate and complete all housing programming, provide support and case conferences as needed to co-workers and volunteers; provide ongoing housing supervision of program participants; communicate client concerns/complaints to the Program Manager and assist in problem-solving process.

Cultural Orientation Provision

- Identify potential employers
- Build working relationships with appropriate employers
- Maintain a database of relevant information about employers with any openness to hiring refugees

Minimum Requirements:

- Bachelor's degree in Social Work or related field required; Master's degree preferred
- At least 2 years' experience in volunteer management and coordination
- Experience supervising volunteers and interns
- Skills in client assessment
- Sound interviewing and intervention skills
- Background knowledge of volunteer dynamics, mediation and negotiation skills
- Ability to work with diverse populations
- Willingness to work flexible hours
- Valid Ohio driver's license
- Access to dependable transportation

All interested candidates should send a resume with salary requirement to:

Human Resources

Catholic Social Services of the Miami Valley

922 W. Riverview Ave.

Dayton OH 45402

or e-mail to jobs@csmv.org or fax to (937) 222-6750