

## CAREER OPPORTUNITY



**Title:** Refugee Employment Specialist

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

### **Brief Description:**

The purpose of the Refugee Employment Specialist is to assist refugees to become self-sufficient through employment, and develop employer relationships who will hire refugee clients. Also provides assistance to secondary migrants and asylees as capacity allows.

### **KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)**

#### **Refugee Employment Assessment and Counseling**

- 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 and annual case load of between 100-150 , identifies and provides support services to barriers for successful employment

#### **Employment Attainment and Retention support**

- 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

#### **Employer Development**

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

#### **Recordkeeping/Case Recording**

- Maintains and organizes case loges 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

### **Minimum Requirements:**

- Bachelor's 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 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](mailto:jobs@csmv.org)*

*Or fax to (937) 222-6750*