

## CAREER OPPORTUNITY

**Title:** Refugee Program Assistant

**Hours:** Full time (37.5 per week, non-exempt position)



### **Brief Description:**

The overall goal of the Refugee Resettlement Program is to support refugee individuals and families to become self-sufficient in their new communities. Under the guidance/direction of the Refugee Program Manager, the Refugee Program Assistant assists in the delivery of refugee resettlement services. Services provided by the Refugee Program Assistant assists as a training resource on various aspects of refugee resettlement services (includes assisting with pre and post arrival program needs, airport reception, interpretation at individual or group sessions, communicating and reinforcing resettlement goals, orientation services, transportation assistance and translation of documents), community/client development projects, provide administrative and research support for staff and clients, and other responsibilities as assigned.

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

- 1) Assist in the Refugee Resettlement Program services support for all refugees such as housing, public health appointments, social security appointments, medical/mental health, understanding their refugee resettlement goals of independence and self-sufficiency.
- 2) Respond in a timely and professional manner to requests for assistance to accompany refugees to Reception and Placement appointments such as public health appointments, social security appointments, medical/mental health, understanding their refugee resettlement goals of independence and self-sufficiency.
- 3) Provide cultural orientation and bus orientation for newly arrived cases, identifying appropriate resources for initial orientations and ongoing self-sufficiency.
- 4) Assist case managers and employment specialists as needed with client linkage to community resources and advocacy to ensure uninterrupted receipt of benefits.

### **Minimum Requirements:**

- Associates Degree in social services, international relations or similar field or equivalent education and experience
- Bi-lingual capabilities with competence in the language of the current population being resettled by Catholic Social Services
- Basic computer skills and familiarity with MS Word and Excel
- Ability to understand and communicate with limited English-speaking clients, including having the expertise to speak to clients through interpreters
- Knowledge and experience and/or willingness to learn about global cultures, global migration, and the work of refugee resettlement
- Knowledge of community resources
- Excellent multi-tasking, interviewing, and time management skills
- Willingness to work flexible hours
- Valid Ohio driver's license, access to private, insured vehicle during working hours, and willingness to transport refugees

*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*