CAREER OPPORTUNITY

Title: Refugee Program Assistant

Hours: Full time (37.5 hours 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 (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), assists as a training resource, supports community/client development projects, provides administrative and research support for staff and clients, and performs other responsibilities as assigned.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)

- Assists in the Refugee Resettlement Program services support for all refugees, such as housing support and set up, public health appointments, social security appointments, medical/mental health, understanding their refugee resettlement goals of independence and self-sufficiency.
- Provides housing, cultural, and bus orientation, identifying appropriate resources for initial orientations and ongoing self-sufficiency.
- Assists Refugee Resettlement Program staff 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.
- 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 and access to private, insured vehicle during working hours and willingness to transport refugees

Preferred Qualifications:

- Bilingual in English, Dari, Pashto, and Farsi
- Cultural Competency with Afghan community

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@cssmv.org or fax to 937.222.6750