



Job Description

(10.2020)

Title:	Director of Refugee Resettlement Services
Reports to:	Executive Director of Catholic Charities of Central and Northern Missouri
FSLA Status:	Exempt
Job Status:	Full Time
Supervises:	All employees of Refugee Resettlement Services
Summary:	<p>Overall administration, supervision, coordination and implementation of the Refugee Resettlement program of Catholic Charities of Central and Northern Missouri. Ensures that all Refugee Services administrative and policy contracts and guidelines for grants and contracts are followed. Serves as a member of the management team of Catholic Charities of Central and Northern Missouri</p> <p>Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.</p>

Essential Duties and Responsibilities

- Ensures the writing and submission of grant requests, including USCCB R&P Direct Assistance, R&P Administrative, Match Grant, MO-ORA Social Services, Services for Older Refugees, Youth Mentoring, Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA) and any future programs for Refugee Resettlement.
- Receive biographic information on refugee clients and determine if we can assure the case for placement with our agency
- Ensure that the refugees are met at the airport by staff members, family members and sponsors
- Coordinate with staff, family and/or sponsors to ensure the delivery of basic life services needed by the clients
- Serve as a liaison with regional and national agencies
- Ensure delivery of quality resettlement services
- Ensure development of individual and family self-sufficiency plans

- Refer to appropriate agencies as needed
- Various administrative tasks involving department finances and budgeting for all grants, programs
- Ensure all monthly financial reports, narratives and other reports are submitted to local, state and national funding entities.

Supervisory Responsibilities

Supervises all employees of Refugee Resettlement Services

Qualifications

Education and/or Experience

Bachelor's degree required, master's degree preferred in a human services, health, or public policy field (social work, human development and family sciences, public health, public policy), with at least three years of program experience working with refugees and/or migrants.

Computer Skills

Demonstrates proficient computer skills and familiarity with commonly used programs. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information.

Workplace Ethics

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

Communication Skills

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write required documentation requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients,

and the public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Other Qualifications

Ability to successfully pass a child abuse registry check and criminal background check, and requires completion of the Protecting God's Children VIRTUS training session.

Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local travel required.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.