

Job Description

Title:	Employment Specialist
Reports to:	Associate Director of Refugee Resettlement Services: Programs
FSLA Status:	Non-Exempt
Job Status:	Full Time
Supervises:	Assigned volunteers and interns, as applicable
Summary:	<p>Ensure required employment services are provided to refugee, SIV, asylee and other grant-qualified clients by providing, organizing, and coordinating specific employment-related services. Coordinate the Match Grant and RCA programs for eligible clients.</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

Job Development

- Complete an employability assessment within 10 working days of every adult refugee arrival
- Coordinate cultural orientation on employment for all new adult refugees, and teens as possible, within their R&P period, ideally within 30 days to allow for assessment and further education
- Complete a financial assessment and employability assessment with all RSS clients seeking employment-related services
- Help clients identify barriers and set goals related to employability services
- Assist clients with the hiring process: submitting applications, scheduling interviews, arranging transportation, etc
- Collaborate with case managers to arrange childcare for working parents, as necessary
- Make referrals to appropriate RIS staff to meet the client's needs
- Make referrals to additional or complementary employability services for clients from community agencies and follow up, serving as a liaison between service provider and client as necessary
- Maintain consistent communication with clients on active caseload and follow up on goal progress



- Work with volunteers and interns to delegate appropriate job development tasks
- Maintain complete and accurate documentation, including paperwork, records, and case notes as required by specific grants

Match Grant Coordination

- Follow procedures as outlined in the Match Grant Program Operations Manual
- Identify eligible clients who will be good candidates for the Match Grant program and complete intake and orientation
- Create a self-sufficiency plan with the client and initial budget upon enrollment
- Assist the client in finding employment
- Work with the RIS financial assistant to get Match Grant checks to clients
- Make referrals to appropriate staff and programs and resources in the community to address the client's needs
- Follow up on the client's progress throughout the Match Grant program, including at the 120-Day and 180-Day before closing the case
- Maintain complete and accurate documentation, including paperwork, records, and case notes as required by Match Grant

RCA Coordination

- Follow procedures as outlined in the RCA Manual provided by MO-ORA
- Coordinate with MO-ORA to ensure RCA services are provided
- Identify eligible clients who will benefit from the Refugee Cash Assistance (RCA) program
- Educate clients about the benefits and requirements of the RCA program
- Help clients apply for RCA with MO-ORA, as appropriate
- Assist RCA clients with Employment and Training (E&T) requirements, unless they meet an exemption
- Assist RCA clients in finding employment via job development services
- Meet with RCA clients at least once per month
- Assist clients with RCA employment incentives, as applicable
- Close all RCA cases

Supervisory Responsibilities

Supervises volunteers and interns as assigned.

Qualifications

- Ability to communicate effectively
- Ability to positively network within the community
- Ability to transport clients



- Responsible with ability to work independently
- Well organized and detail oriented
- Manage multiple tasks at once
- Able to make sound, quick decisions and respond to situations throughout the day
- Work well with other team members and under stressful conditions

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and/or Experience

High school diploma required. Bachelor's degree or higher preferred in a human services, business, or related field. Three or more years of experience in the field of social services/employment services and/or working with refugees and migrants preferred.

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.



I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract

Employee Signature _____

Printed Name _____

Date _____