



## Employment Opportunities/ Job Openings

### **Employment Specialist** **Refugee Services**

Catholic Charities Atlanta's Refugee Services program is hiring for a full-time **Employment Specialist**. Primary job responsibilities include job training, job placement, and efforts to assist refugee clients to establish self-sufficiency. Interested candidates should have the following: A bachelor's degree in international relations, social work, communications, or other relevant fields and/or equivalent experience in refugee resettlement work. Candidate must be fluent in English with good interpersonal, verbal, and written skills. The ability to network with employers is required. A willingness and ability to work with clients and co-workers from multiple cultural backgrounds is required. Experience in refugee resettlement and prior knowledge of specific funding requirements is strongly preferred. Candidates with the ability to speak Arabic, Farsi, and/or French are preferred, but ability to speak another language is not required. Candidates should be willing to serve clients outside traditional working hours as needed.

Please send a resume and cover letter to  
[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)  
with "*Employment Specialist*" in the subject line

**No calls please.**

Qualifying candidates will be selected and contacted for interviews.

**Posted: 6 April 2018**

## Catholic Charities Atlanta Job Description

**POSITION TITLE:** Employment Specialist

**CATEGORY:** Direct Service

**PROGRAM ASSIGNMENT:** Refugee Services

**CLASSIFICATION:** Full-time, Exempt

**JOB CODE:** Scale Grade

**QUALIFICATIONS:** **General:** Bachelor's Degree in relevant field (or equivalent years of direct work experience). Work with multicultural populations; understanding of accreditation standards; and/or bilingual in relevant language preferred.

**Specific:** Bilingual preferred with preferences given to specific languages (e.g., Spanish, French, Arabic, Farsi), experience in refugee resettlement preferred, ability to work with multiple cultures and within a team setting, ability to work within the community and perform outreach duties.

### **GENERAL RESPONSIBILITIES:**

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta. (Separate Document)

### **SPECIFIC RESPONSIBILITIES:**

1. Responsible for the delivery/coordination of Employment Services, including Match Grant-related employment services and SSG/TAG funded services in according to the stipulations of Agency policies & procedures, funding source regulations and accepted "best practices." This includes ensuring grant benchmarks are accomplished.
2. Ensure that RRS team members are evaluating the self-sufficiency of each Match Grant case. Using budget data, report the self-sufficiency of each case on Match Grant 120 and 180 day reports to funders.
3. Responsible to review and submit the monthly reporting for SSG/TAG funded employment services. This includes client information and grant benchmark tracking, timely and professional completion of all reporting requirements for both the funder and internal reporting.
4. Responsible for assessing and documenting the employment needs of newly arrived refugee clients per Department of State, Office of Refugee Resettlement, and GA DHS guidelines. Responsible for identifying barriers to self-sufficiency, coordinating with case managers to address these barriers especially in regards to employment, and leading the employment team to securing and maintaining appropriate employment in order to ensure self-sufficiency.

5. Deliver employment services to eligible clients according to the stipulations of Agency policies and procedures, funding guidelines and regulations, and accepted “best practices.”
6. Responsible for the timely, accurate, and professional documentation of case records which meet accreditation and funding requirements (Match Granting and DHS SSG/TAG employment programs). This includes but is not limited to documentation in the forms of case notes, employment assessments, referral forms, employment reports, follow-up services, financial expenditures, in-kind documentation, client identification information, job placement and follow-up information, client interactions, budget, and funder reporting.
7. Maintain strong working relationships with area employers and other community-based organizations. Maintain current lists of job opportunities and connect refugee clients with appropriate jobs.
8. Provide the Refugee Services Team and clients with information on current hiring requirements, interviewing skills, job requirements and job maintenance skills.
9. Facilitate and conduct employment-related seminars and trainings (including but not limited to employment orientation and job training courses) to Resettlement clients receiving grant funded services.
10. Assist the Refugee Services Team and clients with problems and/or conflicts that rise from work situations. Advocate for clients in workplace disputes and/or conflicts.
11. Attend applicable job fairs, open houses, etc. to obtain information on possible job opportunities for CC clients and to develop relationships with potential employers.
12. Responsible for identifying and addressing client transportation needs as they are related to employment and ensuring that clients have safe and reliable transportation to and from work. May be asked to transport a client to and from interviews and possibly initially at his/her place of employment until appropriate transportation can be secured.
13. Maintains appropriate and professional boundaries/relationships with clients at all times.
14. Ensures the confidentiality and privacy of all client information.
15. Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities Atlanta and the Refugee Program.
16. Responsible for representing Catholic Charities Atlanta and the Refugee Resettlement Services Program to the community, the Archdiocese, funders and other service providers in a professional, accurate and positive manner.
17. Responsible for meeting with immediate supervisor on a regular basis and actively uses supervision to strengthen skills and grow as a professional. Responsible for meeting individual benchmarks and other performance measures. Addresses areas of concern in a timely and productive manner. Remains open to feedback from team members and supervisors.

Responsible for meeting all other responsibilities as assigned by the Resettlement Manager, the Senior Program Director, and the Chief Executive Officer.

**SUPERVISORY RESPONSIBILITIES:**

The Employment Specialist is responsible for the supervision of volunteers as assigned.

**ACCOUNTABILITY:**

The Employment Specialist reports directly to the Resettlement Manager.

**COMMENTS:** The work week is generally 37.5 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage. Position is exempt.

**DISCLAIMER:** This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

*I have received a copy of my current job description:*

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Date)