



## Employment Opportunities/ Job Openings

### **Family Reunification Specialist-Part-time** **Refugee Resettlement Services**

Catholic Charities Atlanta is seeking a part-time Family Reunification Specialist to provide case management to families previously separated at the U.S./Mexico border and to unaccompanied immigrant children in Georgia. This position is a grant funded position. Interested candidates must be bilingual in both English and Spanish with a bachelor's degree in social work or human services preferred. This position will require travel to client homes and appointments, therefore, candidates must have a valid driver's license and reliable personal transportation.

Interested candidates should email a **resume** and **cover letter** with "Family Reunification Specialist-Part-time" in the subject line to:

[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)

Qualifying candidates will be selected and contacted for interviews.

**Posted: April 26, 2019**

## **Archdiocese of Atlanta Catholic Charities Job Description**

**POSITION TITLE:** Family Reunification Specialist

**CATEGORY:** Direct Service

**PROGRAM ASSIGNMENT:** Refugee Resettlement

**CLASSIFICATION:** Part-time, Non-exempt

**JOB CODE:** Professional I

**QUALIFICATIONS:** **General:** Bachelor's Degree in Social Work or relevant field and at least one year of direct work with clients OR Master's Degree in Social Work or relevant field. Work with multicultural populations; understanding of accreditation standards.

**Specific:** Bilingual in English and Spanish. Ability to work with multiple cultures and within a team setting, ability to work within the community and perform outreach duties. Prior experience with unaccompanied children preferred. Social work licensure preferred.

### **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 providing case management services to families previously separated at the U.S. Mexico border and who are now reunited and living in Georgia and Alabama. This includes regular communication with families throughout the service period.
2. Responsible for the timely, accurate, and professional documentation of case records which meet accreditation and funding requirements. (This includes but is not limited to documentation in the forms of intake, case notes, assessments, referrals follow-up services, client identification information, and client interactions).
3. Assist with understanding and utilizing the local health system through referrals in their areas of residence.
4. Responsible for assessing and documenting the needs of assigned clients. Provide all necessary services and/or make needed referrals.
5. Responsible for educating guardians on school registration and attendance requirements. Provide follow-up to ensure children are registered for and attending school.

6. Responsible for assisting clients in obtaining appropriate legal representation for immigration proceedings and assisting clients with communication to and from legal counsel. Assists clients to ensure that change of address forms are completed.
7. Responsible for working within the Resettlement Team and assisting other team members in providing services to clients. Expected to support all team/agency decisions and to support team members whenever possible and appropriate. Responsible for establishing and maintaining positive working relationships with other team members and Catholic Charities-Atlanta staff.
8. Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities-Atlanta and the Refugee Resettlement Program.
9. Responsible for the timely and professional completion of all reporting requirements. Ensures that all information reported is accurate, documented and reliable. Ensures the confidentiality and privacy of all client information. Maintains appropriate and professional boundaries/relationships with clients at all times.
10. Responsible for representing Catholic Charities-Atlanta and the Refugee Services Program to the community, the Archdiocese, funders and other service providers in a professional, accurate and positive manner. Does not engage in sharing program and client information with persons outside of the Immigration and Resettlement Services Program.
11. 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.

**SUPERVISORY RESPONSIBILITIES:**

None.

**ACCOUNTABILITY:**

The Family Reunification Specialist reports directly to the Family Reunification Program Coordinator.

**COMMENTS:** The work week is generally 20-25 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours in order to fulfill job responsibilities. This position is particularly mobile and requires a large amount of work outside of traditional working hours. Schedule during business hours is flexible. 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.

**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.)

Approved: January 24, 2003  
Revised: April 24, 2019

#250.All  
Family Reunification Specialist

*I have received a copy of my current job description:* \_\_\_\_\_  
*(Employee)* *(Date)*