



Volunteer Service Description

Position Title: Maymester Refugee Employment Intern

GENERAL RESPONSIBILITIES:

Understanding and performing in accordance with the values of Catholic Charities of the Archdiocese of Atlanta, Inc; endeavoring to provide quality services to clients; striving to find new, efficient, effective and economical ways to perform tasks; performing job duties in a thorough, accurate and timely manner; cooperating with others in the team; meeting attendance and punctuality standards; conducting business in a professional, courteous and tactful manner; demonstrating respect for the privacy of clients and employees; taking precautions to prevent accidents; and embracing diversity and respect for the cultural differences among clients and other staff.

SPECIFIC RESPONSIBILITIES:

1. Responsible for shadowing the Self-Sufficiency Specialist the first week in May to learn standards for acceptable job placements and the unique strengths of refugees; and utilizing this knowledge to be an informed advocate for the refugee population when dealing with the community and employers.
2. Responsible for increasing clients overall employability by conducting practice interviews, and vocational ESL sessions with new arrivals on a weekly basis in the CCA office.
3. Responsible for attending the two employment orientations conducted by RRISA staff during the second week in May to practice interviews with clients and assist presenter in any way necessary.
4. Responsible for conducting job searches for new arrivals through such mediums as telephone cold-calls, internet searches, in-person site visits, and/or contacting past and current employers of CCA clients, and maintaining a list of outreach efforts conducted, specifically noting companies that might be hiring later in the summer and contacts follow-up.
5. Responsible for communicating to Employment Specialist and Resettlement Director when job interview or placement opportunities arise, and accompanying Employment Specialist and clients to interviews or first days of work when necessary.
6. Responsible for assisting clients in finding appropriate transportation to and from new jobs by researching bus routes, times, etc. and/or communicating with the Office of Refugee Resettlement Employment transportation coordinator if a carpool is necessary.
7. Responsible for working within the Case Management Team and supporting all team decisions.
9. Responsible for maintaining appropriate and professional boundaries/relationships with clients at all times.
10. Responsible for establishing and maintaining strong working relationships with peers and administrative staff to ensure the effective provision of services to clients, assisting team members whenever necessary and appropriate.

11. Responsible for meeting with immediate supervisor on a weekly basis.
12. Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities of the Archdiocese of Atlanta, Inc. and the Migration and Refugee Services Program.

ACCOUNTABILITY: The Refugee Employment Intern will report to the Director of Refugee Resettlement Services.

QUALIFICATIONS: Senior Year Bachelor's or Master's candidates. An appreciation for different cultures and willingness to work with people of different cultures needed. Fluency in a second language is an asset, but not required. Competence in Microsoft Office and excellent organization and communication skills are required. Driver's license required.

SUPERVISORY RESPONSIBILITIES: None

COMMENTS: Position is unpaid, but we will provide documentation for students seeking course credit. A commitment of 30 hours per week for four weeks in May is required.

Contact: Margaret Prickett at mprickett@archatl.com to inquire about this opportunity