



Employment Opportunities/ Job Openings

Employment Specialist

Catholic Charities Atlanta's Refugee Resettlement Program is seeking a full-time Employment Specialist for our Refugee Resettlement Program. Experience working in refugee resettlement, ability to work with multiple cultures and within a team setting and ability to work within the community to perform outreach duties. Bachelor's Degree in relevant field, work with multicultural populations, understanding of accreditation standards and bilingual in a relevant language preferred.

Specific responsibilities

- 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
- 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
- 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
- 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
- Deliver employment services to eligible clients according to the stipulations of Agency policies and procedures, funding guidelines and regulations, and accepted best practices
- 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

- 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
- Provide the Refugee Services Team and clients with information on current hiring requirements, interviewing skills, job requirements and job maintenance skills
- 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
- 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
- Attend applicable job fairs, open houses, etc. to obtain information on possible job opportunities for CC clients and to develop relationships with potential employers
- 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
- Maintains appropriate and professional boundaries/relationships with clients at all times
- Ensures the confidentiality and privacy of all client information
- Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities Atlanta and the Refugee Program
- 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
- 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

Interested candidates should submit a **resume and cover letter** that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org