



## Employment Opportunities/ Job Openings

### **Family Reunification Specialist** **Refugee Services Program**

Catholic Charities Atlanta's Refugee Services Program is seeking a social worker to work full-time as our **Family Reunification Specialist** to provide case management and behavioral health services to unaccompanied children and their families. Interested candidates should have experience in behavioral mental health with adolescents and children and must be **bilingual** in both English and Spanish with a **master's degree** in social work or relevant field. This position will require travel to client homes and appointments, therefore, candidates must have a valid driver's license and reliable personal transportation.

#### **SPECIFIC RESPONSIBILITIES:**

- Responsible for conducting Home Studies with unaccompanied children and to follow all requirements outlined by the Office of Refugee Resettlement Department of Children's Services (ORR/DCS) Policies and Procedures for Home Study services and the U.S. Conference of Catholic Bishops (USCCB) Program Guidelines and subsequent program guidance.
- Responsible to provide Post Release Services with unaccompanied children and to follow all requirements outlined by ORR/DCS Policies and Procedures for Post-Release Services and USCCB/MRS Program Guidelines and subsequent program guidance.
- 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).
- Assist post-release clients with understanding and utilizing the local health system through referrals in their areas of residence.
- Responsible for assessing and documenting the needs of resettlement clients. Provide all necessary services and/or make needed referrals.
- Responsible for educating guardians on school registration and attendance requirements. Provide follow-up to ensure children are registered for and attending school.

- Responsible for assisting clients in obtaining appropriate legal representation for immigration proceedings by providing referrals and ensuring change of address forms are completed.
- Responsible for working within the Refugee Services 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.
- Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities-Atlanta and the Refugee Program.
- Responsible for the timely and professional completion of all reporting requirements of USCCB, DHR, ORR, program administration and other reporting bodies. 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.
- 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.
- 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.

If interested, please email a **resume** and **cover letter** to:

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