



Employment Opportunities/ Job Openings

Social Adjustment Specialist

Catholic Charities Atlanta is seeking a dedicated team member with strong organization and case management skills, to join our team as our new **part-time** (approximately 22.5 hours) **Social Adjustment Specialist**. This part-time position in our Refugee Resettlement Services will provide case management services to address the needs and issues of refugee clients. The work hours are generally 8am to 4pm but flexibility in work hours when necessary to fulfill job responsibilities is needed.

Qualifications:

- Undergraduate degree in relevant field (social work, sociology, international relations, etc)
- 3 years of direct work experience preferably with multicultural populations
- Experience in the field of refugee resettlement/international relations
- Ability to work within the community and understand complex family issues
- Experience with grant management and reporting
- Understanding of accreditation standards
- Bilingual and or overseas experience preferred
- Reliable transportation and valid Georgia driver's license

Responsibilities:

1. Provide individual health case management to refugee clients. This may include connecting clients to appropriate medical resources, formal and informal instructions to clients to provide information, referral to appropriate services, assistance in scheduling appointments and obtaining services, and counseling to clients to help them understand and identify their physical and mental health needs.
2. Provide supportive case management services to refugee clients. This may include providing instruction to regarding the management of household budgets home maintenance, nutrition and health, housing standards, transportation, tenant's rights, community services; assisting clients with school issues; and assisting with additional issues that may arise as refugees adjust to life in the United States.

3. Provide crisis intervention services for refugees identified by the Catholic Charities Atlanta Refugee Resettlement Program.
4. Provide liaison services between refugee families in need and governmental agencies, judicial personnel, community service agencies, schools, and other entities involved with these families/individuals.
5. Provide accurate, thorough and up-to-date case note documentation on all client services performed to the Compliance Coordinator for case files. Complete case file documentation in accordance with Agency/Program policies & procedures and funding source regulations.
6. Assist fellow Refugee Resettlement team members with grant required documentation as necessary to ensure compliance with grant guidelines.
7. Ensures the confidentiality and privacy of all client information. Maintains appropriate and professional boundaries/relationships with clients at all times.
8. Responsible for developing and conducting Social Adjustment Safety and Life Skills Workshop as needed.
9. Responsible for working within the Refugee 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 CCA staff.
10. Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities and the Refugee Resettlement Services.
11. Responsible for representing CCA and the Refugee Resettlement Services to the community, the Archdiocese of Atlanta, funders and other service providers in a professional, accurate and positive manner.
12. 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