

Employment Opportunities/ Job Openings

Logistics and Support Specialist

Catholic Charities Atlanta is seeking a dedicated team member with strong organization skills, to join our team as our new **full-time** Logistics and Support Specialist. This full-time position in our Refugee Resettlement Services will be responsible for assisting refugee clients. The work hours are generally 8am to 4pm but flexibility in work hours when necessary to fulfill job responsibilities is needed.

Qualifications:

- High School Diploma; undergraduate degree preferred
- Experience working with a diverse client population
- Bilingual preferred (Arabic or Swahili language ability urgently needed)
- Ability to lift 50 lbs. on occasion
- Reliable transportation and valid Georgia driver's license

Responsibilities:

1. Responsible for translating/interpreting when necessary and appropriate.
2. Responsible for picking clients up from the airport, transporting them to their new apartment, ensuring that newly arrived client homes are adequately furnished and stocked with food and provisions, and providing clients with spending money.
3. Responsible for assisting staff in furnishing apartments for new arrivals; securing and moving furniture and household goods; and delivering donated items to clients, when available.
4. Assist clients to sign leases and interpret for other landlord issues.
5. Responsible for assisting clients to learn to use the public transportation system, if applicable/available.
6. Responsible for assisting clients to obtain Social Security cards, Georgia ID cards, Driver's Permits/licenses and other documentation necessary to become employable and or obtain employment.

7. Responsible to provide newly arrived clients with cultural orientation session regarding U.S. life. This includes but is not limited to topics such as Resettlement, U.S. Laws and Customs, Safety, Transportation, Employment, Family life, Hygiene, Education and Housing.

8. Transport clients to scheduled appointments as assigned. Inform assigned caseworkers of completion of task and any significant events that occurred during contact with clients.

9. Responsible for ensuring all arriving clients receive medical check-ups/health screening services and that all significant medical concerns are addressed. This may include transporting clients to health screening appointments. Assists clients with understanding and utilizing the local health system and securing Medicaid services.

10. Responsible for assisting clients in connecting with other individuals and/or groups of their specific ethnic group already residing in the community. Connect clients with available Refugee Support Services within their community, which may assist them in adjusting to American society and life.

11. Responsible for ensuring the documentation of client services provided.

12. Responsible for delivering financial payments to vendors, cash payments to clients and obtaining appropriate documentation of dispersal for each case file.

13. Responsible to assist with the assessment and service planning process with clients, especially in regards to language and cultural understanding.

14. Responsible to deliver donated items to clients and/or to appropriate storage facilities.

15. Responsible to assist with social enterprise program as assigned.

16. 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.

17. Interacts with other agency staff, donors, and volunteers in order to coordinate quality services for clients.

18. Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities-Atlanta and the Refugee Services Program.

19. Responsible for representing Catholic Charities-Atlanta and Refugee Services 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 Refugee Services Program.

20. 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.

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

ccaemployment@ccatlanta.org