

Employment Opportunities/ Job Openings

Refugee Resettlement Specialist

Catholic Charities Atlanta is seeking a dedicated team member with strong organization and case management skills, to join our team as our new Refugee Resettlement Specialist. This full-time position in our Refugee Resettlement Services will provide case management services to address the needs and issues of refugee and asylee resettlement clients. The work week is 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)
- 1-2 years of direct work experience preferably in refugee resettlement
- Ability to work with multicultural populations
- Understanding of accreditation standards
- Bilingual and or overseas experience preferred
- Ability to work within the community and perform outreach duties
- Reliable transportation and valid Georgia driver's license

Responsibilities:

- Responsible for addressing the needs and issues of refugee and asylee resettlement clients through case management in areas including but not limited to housing, employment, education, health care, identification, legal and adjustment services.
- 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 refugee arrival information, intake, case notes, service plans, assessments, referral forms, follow-up services, financial expenditures, in-kind documentation, client identification information, employment information, housing, safety, and client interactions).
- Responsible for managing individual client budgets and maintaining appropriate documentation necessary for grant reimbursement. Also responsible for assisting client to effectively manage their finances and prioritize expenditures.
- Responsible for picking clients up from the airport, transporting them to their new apartment, ensuring that all necessary furniture is in the apartment, ensuring that basic food and supplies are in the apartment and providing clients with spending money.
- Responsible for securing safe, appropriate and accessible housing for arriving refugee clients and their families. Ensure the home is adequately furnished and stocked with food and provisions. Assists clients with leases and other landlord issues.
- Responsible for ensuring all arriving clients receive medical check-ups/health screening services and that all significant medical concerns are addressed. Assists clients with understanding and utilizing the local health system and securing Medicaid services.

- Responsible for assessing and documenting the needs of resettlement clients in an individualized service plan. Provide all necessary services and/or make needed referrals.
- Responsible for ensuring all school-aged children are registered in school and parents understand how to access and utilize the school system. Represent the client and his/her children at school-sponsored events such as open houses, parent-teacher meetings, disciplinary hearings, etc.
- Responsible for assisting clients in obtaining appropriate legal representation on immigration, civil and/or criminal issues. Assists clients in obtaining necessary identification for themselves and their children.
- 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 services within their community, which may assist them in adjusting to American society and life.
- 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.
- Responsible for coordinating all services needed by the client and ensuring that they have access to them, including transporting clients to meetings, meeting clients at home, and/or arranging for services through another service provider.
- Responsible to work with Refugee Services volunteers and being the first line of communication between volunteers and clients (when are paired with the Resettlement Specialist's assigned cases).
- Responsible for knowing, supporting and adhering to the policies and procedures of Catholic Charities-Atlanta and the Refugee Services 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.

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

ccaemployment@catholiccharitiesatlanta.org