



MIGRATION AND REFUGEE SERVICES

Employment Specialist MRS

Summary

The Employment Specialist assists and prepares both refugees and asylees to become self-sufficient through employment in the shortest time possible. He or she is responsible to fulfill all contractual requirements of a federally funded grant, meet outcome goals, and in-kind requirements.

Responsibilities

- Monitor employment and client training trends including local trends in the labor market.
- Devise and oversee an outreach strategy to recruit employers.
- Maintain positive relationships with clients, employers, training schools, and community colleges using a database to ensure consistent contact.
- Advocate for client employment and education and training needs in workforce and academic development forums.
- Educate refugees about the resources available within the communities in which they live.
- Support all employment partners and follow all policies and procedures including and not limited to: discipline policy, operations policy, drug-free workplace policy, personnel policy, confidentiality policy, pandemic emergency protocols, difficult case protocols, and other policies outlined in the staff handbook.
- Be thoroughly knowledgeable of all requirements of the cooperative agreement related to the Match Grant and ensure that all work with the clients is in compliance.
- Maintain all required documentation and provide all services within the timelines required.
- Track in-kind donations and volunteers hours for grant reporting purposes.

Requirements

- Bachelor's degree
- 3 years relevant work experience
- Able to communicate effectively in writing and verbally, to clients and external agencies.
- Provide orientation and career counseling.
- Must be a proactive team player and create a team atmosphere.
- Must reflect good team leadership and promote inter- and intra-agency collaboration
- Assess the employment readiness of the refugees and asylees and create an Individual Employment Plan for each client.
- Must be able to accomplish individual and program goals with minimal day-to-day supervision.
- Able to work independently when needed and may also seek guidance from the Associate Director of Self-Sufficiency, as needed.
- Be able to set up and accompany refugees and asylees to job fairs, job interviews, and completing applications.
- Be able to assess and refer refugees and asylees for English as Second Language (ESL) and other trainings.



CATHOLIC CHARITIES
Diocese of Arlington

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- Report to the Associate Director of Self-Sufficiency for supervision and submission of statistics and required data.
- Flexible to work irregular hours.
- Proficient in Microsoft Word and Office products.
- Must possess a valid driver's license, have a good driving record, and have at least two years of driving experience. Willing to drive clients.

To apply, send résumé, cover letter, and salary requirements to jobs@ccda.net.