



**Migration and Refugee Services  
Employment Specialist  
Location: Arlington/Manassas**

The Employment Specialist of Catholic Charities Diocese of the Arlington (CCDA), Migration and Refugee Services (MRS), assists and prepares both refugees and asylees to become self-sufficient through employment in the shortest time possible under the Refugee Social Services Employment Program (RSSEP). He or she is responsible to fulfill all contractual requirements of a state-funded grant and meet outcome goals.

**Primary Responsibilities**

- Monitors employment and client training trends including local trends in the labor market.
- Devises and oversees an outreach strategy to recruit employers.
- Maintains positive relationships with clients, employers, training schools, and community colleges using a database to ensure consistent contact.
- Advocates for client employment and education and training needs in workforce and academic development forums.
- Educates refugees about the resources available within the communities in which they live.
- Supports all employment partners and follows 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.
- Maintains all required documentation and provides all services within the timelines required.
- Tracks in-kind donations and volunteer hours for reporting purposes.

**Documentation and Reporting**

- Report to Supervisor and submission of statistics and required data.
- Report any incidents regarding safety and security of students to supervisor immediately.
- Prepare monthly and quarterly program reports for submission to Office of Newcomer Services and Catholic Charities in timely manner.
- Prepare program status report as requested.
- Ensure accurate and up-to-date VNIS reporting.
- Report on local trends in education insofar as they impact refugee resettlement.
- Prepare files for internal and external audits as needed or requested by supervisor.

**Knowledge, Skills, and Abilities**

- Bachelor's degree
- 2 years relevant work experience
- Able to communicate effectively in writing and verbally, to clients and external agencies.
- Provides 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
- Assesses the employment readiness of the refugees and asylees and creates 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.
- Reports 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.

Please note: Must possess a valid driver's license, have a good driving record, have at least two years of driving experience, and be willing to transport clients in agency vehicles.

Please submit cover letter with job description to [jobs@ccda.net](mailto:jobs@ccda.net). No phone calls, please.