



**Migration and Refugee Services
Employment Specialist (part-time – 25 hours/week)**

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 send cover letter with salary requirements and resume to jobs@ccda.net

No phone calls please.