

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Refugee Youth Coordinator (RYC)  
**PROGRAM:** Refugee Assistance & Immigration Services (RAIS)  
**SUPERVISED BY:** Program Director  
**STATUS:** Full-time/Hourly/Non-Exempt

### **JOB SUMMARY:**

This position involves both direct case management duties and activities as Coordinator of the Refugee School Impact Grant under the supervision of the RAIS Program Director. The position provides case management support to all newly arrived refugee families with school-aged children. Managing the logistics and overcoming the barriers to a smooth school enrollment is a primary focus. Second, this position works with families and their school-aged children during their first academic year and summer to promote academic success, parental education and support and positive, accessible communication between parents and schools. Additionally, this position serves as the primary coordinator of the grant activities overall, ensuring that data is collected, that services are provided and that reports are provided as stated in the grant agreement.

### **QUALIFICATIONS:**

**Personal:** Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Ability to set and observe appropriate personal limits and boundaries. Dependability, maturity and initiative. Excellent inter-personal skills required. Ability to relate positively to program director, staff, community service providers, and CSS clients. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Must be at least 18 years of age and able to relate well to both children and adults; Demonstrate warmth, insight, interest and respect for persons from different cultures

**Education/Experience:** High School Diploma or equivalent, at least one year experience providing social services assistance directly to clients. Strongly prefer: Bachelors education. Experience in Social Services or Educational settings can be substituted for academic degree years. Preference given to bilingual individuals and individuals who represent the refugee communities RAIS serves.

**Other Requirements:** Agency and department orientation; First Aid/ CPR, blood borne pathogens. Employee must be able to obtain evidence of no adverse criminal record. Valid Driver's license and vehicle

### **RESPONSIBILITIES:**

#### **Refugee Youth Coordinator**

1. Develop and utilize ways to track progress towards grant and refugee client goals, in partnership with Evaluator
2. Meet with ASD staff in order to develop and implement resources for refugee youth and their parents
3. Connect refugee parents to parent support services
4. Meet with clients to provide education and case management during school enrollment and throughout their first academic year and summer

5. Work with children prior to their school placements to make sure they have adequate activities to begin language acquisition and academic learning. Institute “pre-enrollment” groups when schooling enrollment needs to be delayed.
6. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
7. Prepare reports for RAIS records and for the grant as required.
8. Keep informed of staff communications, changes to RAIS policies, procedures, and new community resource information.
9. Manage client confidentiality; handle sensitive personal information.

**STAFF SUPPORT:**

1. Attend staff meetings and in-service training as required.
2. Submit reports to Program Director as assigned.
3. Maintain positive relationships with municipal, state and federal agencies as appropriate. Advocate on behalf of refugees, attending appropriate community meetings, participating in task forces, and seeking legislative support.
4. Perform other special projects and duties as assigned.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_