

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Older Refugee & Youth Mentoring Coordinator
PROGRAM: Refugee Assistance & Immigration Services
SUPERVISED BY: Refugee Education & Employment Manager
STATUS: Full Time/Hourly/Non-Exempt
UPDATED: 10/20/2021

JOB SUMMARY: The Older Refugee & Youth Mentoring Coordinator will coordinate all grant activities for Older Refugee and Youth Mentoring grants. This includes providing citizenship classes to older refugees, assist in benefit enrollments for older refugees, hosting enrichment activities for older refugees and designing and implementing a youth mentoring program. position may require evening and weekend hours to coordinate enrichment activities.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. 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. Highly organized with a keen attention to detail; strong leadership skills; self-motivated and directed; works well within a rapidly changing environment; punctual; effective communication, interpersonal skills, and strong writing skills; cultural competency to work with diverse farmers and gardeners.

Education/Experience: HS Diploma or GED. At least two years of experience in human services.

Skills: Ability to handle crisis situations with minimum supervision. Strong oral and written communication skills necessary. Ability to write clear, grammatically correct case/log notes, grant and program reports; ability to compile data related to grant outcomes, and complete paperwork thoroughly, accurately and timely. Familiarity with computers, internet and e-mail required. Must have valid driver's license and personal transportation. Bilingual preferred.

DUTIES & RESPONSIBILITIES

Youth Mentoring

1. Recruit, train, and support volunteer youth mentors. Provide a match between eligible refugee youth and mentors. Continue to provide necessary supports to the volunteer and client throughout the service period.
2. Conduct regular check ins with volunteers and youth, providing suggestion and support as needed.
3. Coordinate with higher education institutions and job training programs to provide youth various professional pathways forward and ways to complete or enhance their education.

4. Gather and report statistics for grants and agency needs as requested by Program Director.
5. Track progress towards grant goals.
6. Complete documentation of all meetings with clients and volunteers thoroughly, accurately and in a timely fashion.

Older Refugee Grant

1. Plan and implement activities to achieve goals of the grant.
2. Meet with RAIS staff and partner agency staff to monitor implementation of grant activities
3. Track progress towards grant goals
4. Meet with Senior services providers to develop new resources for clients
5. Organize and run client gatherings to enroll clients and provide special event activities.
6. Meet with clients to offer case management support on a limited basis with older refugee clients statewide.
7. Coordinate the provision of Citizenship classes.
8. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
9. Prepare reports for RAIS records and for the grant as required.
10. Keep informed of staff communications, changes to RAIS policies, procedures, and new community resource information.
11. Manage client confidentiality; handle sensitive personal information.

Physical Requirements: Must be able to tolerate heat and cold, and to drive to family participants’ homes and project sites (Fresh International Gardens and Grow North Farm) in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Must be able to safely lift up to 50 pounds and safely operate garden equipment including garden tools, lawn mowers, and tillers.

Training Requirements: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____