

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Refugee Education & Employment Food Services Specialist  
**PROGRAM:** Refugee Assistance & Immigration Services  
**SUPERVISED BY:** Refugee Education & Employment Manager  
**STATUS:** Full-time/hourly/non-exempt funded through 9/30/2024  
**UPDATED:** 11/2022

**JOB SUMMARY:** This position will work with the refugee employment team with a unique focus on job training and job placement for clients engaged with Fresh International Gardens. This individual would be responsible for assisting clients in orientation to the U.S. workforce, finding and maintaining employment. As well as network with employers and agencies in the community to best serve the client population. This position will be primarily located in the garden during the summer. Duties include assisting clients with planting, maintaining, harvesting, and packaging vegetables for sale. This person will provide support to clients to develop job readiness skills, learn English, receive food certifications, and ultimately earn income as they work towards self-sufficiency. This staff member will teach year-round job readiness classes and provide job training opportunities through Fresh International Gardens' value-added food products. The position will also assist in development and implementation of curricula and activities as necessary to develop job skills and provide clients orientation to the U.S.

### **QUALIFICATIONS:**

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 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:** High School Diploma or GED. At least one-year of experience with significant contributions to the operation of a farm business required. Teaching and classroom experience preferred.

**Skills:** Skill in cultivating vegetable crops using small-scale, ecologically sustainable techniques. Basic culinary skills. Skill providing oversight, supervision, and training to a diverse group of clients and volunteers in a fast-paced setting. Ability to develop curricula, prepare workshop and classroom materials, create schedules, and provide instruction to participants with limited English. Ability to handle crisis situations with minimum supervision. Ability to oversee a diverse classroom setting. Strong oral and written communication skills necessary. Ability to write clear, grammatically correct case/log notes, Familiarity with computers, excel, internet and e-mail required. Must have valid driver's license and be willing to transport other passengers.

**DUTIES & RESPONSIBILITIES:**

1. Support REAP Coordinator to develop a garden plan for a 50-member CSA, farmers market sales, Give Local Grow Local donations, and other customers.
2. Responsibilities will include seeding, planting weeding, harvesting, distribution/delivery, and marketing.
3. Recruit, teach and support newly arrived refugees interested in learning how to grow produce in Alaska; provide outreach and educational information to refugees interested in Fresh International Gardens program; coordinate and support refugees participating in Fresh International Gardens program.
4. Oversee day-to-day operations of Fresh International Gardens program during the summer growing months.
5. Assists with supervision and support of RAIS program volunteers and program interns that are providing job readiness training and support to clients.
6. Connect refugee farmers to internal and external resources.
7. Teach year-round Job Readiness classes that are focused on language needed to be successful in the workforce.
8. Coordinate with RAIS case management team to maintain client DPA files.
9. Coordinate with other RAIS programs to build a cohesive schedule for client engagement activities.
10. Support value-added product operations during non-growing months.
11. Supervise farmers during harvest and post-harvest handling in accordance with food safety regulations at Fresh International Gardens and at farmers' markets.
12. Gather and report data for grants and agency needs as requested by supervisor.
13. Assist clients with the process of obtaining Food Worker Cards at both the local and state level to increase employment opportunities.
14. Offer hands-on training experiences for clients to learn job readiness skills through events like pop ups and bake sales.
15. Complete job applications, assist clients with interviews and hiring paperwork.
16. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
17. Other duties as assigned.

**Physical Requirements:** Must be able to tolerate heat, cold, and wet conditions while performing necessary duties. Must be willing and able to drive program participants to and from 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 lift, push, pull and move a minimum of 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: \_\_\_\_\_