



POSITION TITLE:	Refugee School Impact Specialist
FLSA:	NON-EXEMPT
REMOTE:	IN-PERSON
MEDICAID:	
CREATED DATE:	11/13/23
REVISION DATE:	

POSITION SUMMARY

Refugee School Impact Specialist will work with local school district and connect families with education and enrichment activities. This job will work primarily with school-aged youth and their parents. This position may require evening and weekend hours to coordinate enrichment activities for youth.

ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

Mission: We compassionately serve those in need, strengthen individuals and families, and advocate for the common good.

Vision: All Individuals and Families are Flourishing.

Impact Statement: Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

Guiding Principles: - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration –

REQUIRED COMPETENCIES

Knowledge: Individuals will be knowledgeable about the local school system and be able to help support and orient families into navigating the system.

Skill: Excellent interpersonal skills and strong writing skills required. Must be proficient in basic office applications such as Word, Excel, internet, email, etc. Bilingual preferred. Strong leadership skills. Must possess critical thinking skills and have the ability to foresee areas that need improvement.

Ability: Ability to compile data related to grant outcomes and complete paperwork thoroughly, accurately and timely. Ability to write clear, grammatically correct case/log notes, grant and program reports. Ability to handle crisis situations with minimal supervision. The ability to do a task well that can be developed with time and training. Ability to set and observe appropriate personal limits and boundaries. Must have the ability to develop effective improvement plans as well as the aptitude to build partnerships to see those plans through to completion.

Competency: Highly organized with a keen attention to detail; self-motivated and directed; works well within a rapidly changing environment; punctual; effective communication; cultural competency to work with diverse

clients. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect.

RESPONSIBILITIES:

The responsibilities section describes the essential functions of the position and serves as the foundation for performance conversations and annual evaluations. It is also part of the job advertisement.

Performs other duties as assigned.

1. Assist with planning and implementing activities to achieve goals of the grant.
2. Work with school district staff to assist refugee youth and their parents with school enrollment.
3. Assist Case Managers in notifying ASD and other school districts of refugee children needing to enroll in school.
4. Help provide school orientation for all new arrivals.
5. Teach classes on varying subjects to parents/guardians with children under the age of 18. Topics could include themes like parent/teacher conferences, navigating behavior problems, school resources etc.
6. Work with families on identified behavioral challenges as they arise. Provide linkage and support for families to access mental health and other behavioral health support in Anchorage as appropriate.
7. Assist with client gatherings and special event activities such as summer enrichment programs.
8. Drive students and parents to appointments and activities as needed.
9. Work with the school district to train and ensure cultural competency amongst education staff and administrators.
10. Connect refugee parents to parent support services.
11. Track progress towards grant goals.
12. Gather and report statistics for grants and agency needs as requested by Program Director.
13. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
14. Other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications: HS Diploma or GED.

Minimum Experience and Minimum Education: At least two years of experience in human services.

Minimum Certs: N/A

Qualifications required in the first six months of employment: 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.

Preferred Qualifications: Individuals with school system experience. Individuals with experience and ability to work with international populations, bilingual abilities and sensitivity to cultural/religious beliefs and practices.

WORK ENVIRONMENT

Work Environment: Position is in-person in Anchorage office.

Physical Demands: Must be able to lift children into car seats for transportation. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Must be able to safely lift up to 50 pounds.

Travel: Must have valid driver’s license and personal transportation. Frequent local travel will be required.

Location: Anchorage

_____ <i>Employee Name</i>	/	_____ <i>Employee Signature</i>	_____ <i>Date</i>
_____ <i>Supervisor Name</i>	/	_____ <i>Supervisor Signature</i>	_____ <i>Date</i>