

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Refugee School Impact Specialist
PROGRAM: Refugee Assistance & Immigration Services
SUPERVISED BY: Refugee School Impact Coordinator
STATUS: Full Time/Hourly/Non-Exempt
UPDATED: 3/31/2022

JOB SUMMARY: This is a full-time position with an end-date on September 30, 2024 when grant funds expire. The Refugee School Impact Specialist will assist with all grant activities for Refugee School Impact and Afghan School Impact funding. This includes working with local school districts and connecting 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.

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 clients.

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

Refugee & Afghan School Impact Grant

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. Work with families on identified behaviorally challenges as they arise. Provide linkage and support for families to access mental health and other behavioral health support in Anchorage as appropriate.
6. Assist with client gatherings and special event activities such as summer enrichment programs.
7. Drive students and parents to appointments and activities as needed.
8. Work with the school district to train and ensure cultural competency amongst education staff and administrators.
9. Connect refugee parents to parent support services.
10. Track progress towards grant goals.
11. Gather and report statistics for grants and agency needs as requested by Program Director.
12. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
13. Other duties as assigned.

Physical Requirements: 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.

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: _____