

Title: Employment Specialist

Department: Bakhita Program (f/k/a-
Refugee, Resettlement and
Human Trafficking)

Location: Riviera Beach

Hours Worked: Part Time- 20-25 Hours
per week.



JOB DESCRIPTION

Reports to: Program Director

Supervises: None

FLSA Status: Non-exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assesses refugee needs, including individual and family needs, and obstacles to employment, English, ability, health, educational and occupational background, transferable skill, and attitude.
- Develops a resettlement plan with the client; this will include an employment plan (an action plan to achieve self-reliance).
- Works with clients to remove barriers to employment and realize the goal of family self-sufficiency. Connect clients to in-house support and make referrals to external service providers. Identify support services that may assist clients in becoming self-sufficient, such as ESL, transportation, immigration services, and childcare.
- Identifies job opportunities suitable for clients, assist in filling out applications, creating a resume.
- Offer interpretation and translation services to refugee clients.
- Document all contacts and services in client case files and maintain case note logs. Complete all required reports.
- Maintains a confidential record for each client.
- Perform all duties in a culturally and linguistically appropriate manner.
- Conducts, as required, a pre-employment orientation for the client.
- Prepares monthly reports for the project coordinator.
- Maintains an up-to-date job bank of all prospective employer in contact with the agency.
- Maintains a "Job Referral Book."
- Represents the project in job development and placement.

- Attends agency meetings/staff development programs as required.
- Resolves problems with minimum supervision and implements solutions.
- Consults supervisor when unusual problems arise.
- Attends training sessions as determined by needs outlined in annual evaluation.
- Supports the social teachings of the Catholic Church.
- Performs other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS

- Associate degree or equivalent from an accredited college or university.
- Previous experience in refugee-related work.
- Bilingual (Spanish, Creole)
- Knowledge of the local job market.
- Ability to function as part of an interdisciplinary team.
- Knowledge of community social service resources.
- Excellent communication and interpersonal skills.
- Computer skills.
- Ability to deal with applicants, service providers, co-workers, and supervisors.
- Common sense and good judgment in handling day-to-day matters without direct supervision.
- Ability to forge mutually respectful partnerships with supervisor, coworkers, and clients with an understanding and sensitivity to cultural difference. This sensitivity includes, but is not limited to, characteristics of specific cultural and ethnic groups, religious, various socio-economic groups and those living alternative lifestyles.
- Ability to work independently, set priorities and make decisions with minimal supervision.
- Organized, self-starting, punctual, honest and courteous.
- Understands the importance of maintaining confidentiality/privacy.
- Knowledge and support of Catholic Social teaching.

IV. PHYSICAL DEMANDS -

- Work hours are regular; however, the job demand may require extended hours from time to time.
- Work involves sitting, standing, walking, bending, stooping, occasional carrying and lifting heavy objects, and other normal office activities.
- Work requires regular communication to and from others, in person or remotely, using normal communication methods including telephone, typed or written documents, electronic mail, direct speech, etc.
- Work requires specific visual abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

