



Diocese of East Carolina
INTERFAITH REFUGEE MINISTRY - WILMINGTON

An Affiliate of Episcopal Migration Ministries, New York City
A Sub-Office of Interfaith Refugee Ministry, Inc., New Bern, NC

Job Title: TAG-D Employment and Services Specialist

Purpose: To provide culturally and linguistically appropriate housing case management and employment services to refugees experiencing barriers to self-sufficiency and stability due to challenges in securing employment and housing because of unique circumstances and vulnerabilities (e.g. large families of 7+ members; single-parent headed households; lack of transferrable job skills; etc.), with the goal of assisting clients to reach economic self-sufficiency and housing stability.

Responsibilities:

- 1) **Housing Specialist:** Housing and related case management for enrolled clients to include coordinating services, information, and activities related to the TAG-D program.
 - a. Enroll referred clients in TAG-D housing services by completing individual client assessments of their housing situation and determining services to meet their needs.
 - b. Conduct outreach to local housing providers/property managers to build relationships on behalf of enrolled clients.
 - c. Locate permanent, affordable housing for clients living in temporary housing or housing that becomes unaffordable.
 - d. Facilitate moves to permanent housing, in collaboration with clients, volunteers, and interns.
 - e. Provide information and referrals to clients as needed.
 - f. Collaborate with local housing agencies (e.g. Cape Fear Habitat for Humanity, Wilmington Housing Authority, low-income housing providers) to develop long-term affordable housing for clients.
- 2) **Employment Specialist:** Vocational education and employment services, targeting hard-to-place clients (e.g. those with no work history, no English, medical issues, etc.).
 - a. Enroll referred clients in TAG-D employment services by completing individual client employment assessments and determining services to meet their needs.
 - b. Facilitate a weekly Job Club, vocational education emphasizing work-related skills and vocational English so that clients are adequately prepared for employment opportunities.
 - c. Develop job placements for TAG-D employable clients, working with area employers and other resources as available. Arrange transportation and follow-up employment services for TAG-D employable clients.
 - d. Develop and maintain good working relationships with local employers on behalf of enrolled clients. Keep records of job development efforts.
- 3) **Other Duties:**
 - Maintain case notes, case files, and database for clients in the TAG-D program and document all services provided. Keep detailed records of job clubs and job placements, including wage, hours, benefits, etc. File all required reports on a timely basis. Provide input to the Sub-Office Coordinator for reports and proposals, as requested.
 - Keep ongoing log of housing and employment community contacts and details of their resources available to the refugee community.

- Keep detailed records of attendance at community meetings and of issues that arise.
- Follow all IRM policies and procedures and attend all required staff meetings and other meetings.
- Any other duties as assigned by the SOC or Executive Director.

Appointed by: Sub-Office Coordinator

Reports to: Sub-Office Coordinator

Hours/Week: 40, beginning April 1, 2017

Requisite Qualifications:

1. Ability and desire to work with diverse socio-economic and cultural groups
2. Experience providing case management and/or employment services in a cross-cultural setting highly desired
3. Familiarity with the local housing market and employment environment
4. Above average ability to communicate verbally and in writing
5. Superior time-management, organizational, and record-keeping skills
6. Computer proficiency required, including working knowledge of Microsoft Office programs
7. Bilingual in a language of current caseload highly desired but not required (Burmese, Chin, Karen, Kibembe, Kinyarwanda, Spanish, or Swahili)
8. Valid NC driver's license and available transportation
9. College degree in Social Work or related field strongly preferred

Location: Interfaith Refugee Ministry – Wilmington
610-A S. College Road
Wilmington, NC 28403

To Apply: Please email resume and cover letter to:
Sara Pascal, Sub-Office Coordinator
spascal@helpingrefugees.org