

## **Employment and Case Management Assistant, Part-time (AmeriCorps)**

Service Period: September 2023 – August 2024

The Employment and Case Management Assistant will work closely with employment program staff and case management staff to provide direct assistance services to refugees seeking employment. Program activities include providing outreach to newly arrived refugees and secondary migrants, coordination of services through home visits and appointments with local service providers, and assistance finding employment, arranging transportation and enrolling in English as a second language classes to aid overall adjustment of employment and self-sufficiency goals.

Primary Functions include:

- Support refugees to achieve self-sufficiency and enter and retain employment through cultural orientation.
- Conduct cultural orientation classes (how to navigate the healthcare and human services systems, school system and other important areas of adjusting to life in America).
- Assist with scheduling client interviews and follow-up activities for employment services.
- Assist in ESL enrollment and testing (with local Community College), and ensure clients are actively participating in their ESL classes.
- Recruit and schedule community members to speak to Cultural Orientation and Employment classes about lesson topics.
- Maintain service documentation and reports of services provided to clients.
- Provide workplace cultural orientation counseling for refugees, in both formal (such as classes or seminars) and informal (conversation) counseling sessions, in an effort to maximize employment retention.
- Transport clients to job interviews, job fairs, and job screening processes etc.
- Teach clients to use city transportation.
- Conduct Disaster Preparedness workshop(s) for immigrants and refugees.
- Special projects for program participants, such as Low Income Home Energy Assistant Program (LIHEAP) applications, GED and post-grad education, job training options.
- Assist with requesting, receiving, arranging donations including food, furniture, school supplies/uniforms, shoes, coats, baby items.

### **Minimum Requirements:**

- Must be at least 18 years old
- Have a high school diploma or GED
- Have written and spoken proficiency in English
- Have computer skills
- A valid driver's license and car insurance
- Access to a vehicle to transport clients, as needed
- Experience working with diverse cultures, particularly immigrants and refugees, preferred

This is a part-time AmeriCorps position with a 1-year contract period. Available benefits are:

1. Interpreter Training (for bilingual members)
2. Forbearance (Payment Waiver) for outstanding student loans
3. Interest Accrual Payment by the Corporation for National and Community Service
4. Education Award (equivalent to the Pell Grant as determined by CNCS)
5. Mileage reimbursement at state rate per each training attended
6. Stipend, paid in monthly installments

Please refer to the AmeriCorps ACCESS website for more information on the AmeriCorps ACCESS application and requirements. <https://cnncc.uncg.edu/apply/>