

POSITION TITLE: Case Aide – Refugee Youth
DEPARTMENT: Catholic Charities Diocese of Charlotte
REPORTS TO: Supervisor

POSITION SUMMARY: Assists in the provision of refugee youth services to participants in compliance with contractual requirements, as well as Agency policy and procedures; supports the Facilitators in refugee youth program activities as directed. Provides transportation.

ESSENTIAL FUNCTIONS:

1. Participates in the assessment of participants' needs; recruits and enrolls participants in the program.
2. Works with program staff to deliver services and programming for after school, in-school, school breaks, and summer camp activities.
3. Participates in the maintenance of case files and records.
4. Prepares and maintains statistical records and required documentation as directed.
5. Transports participants as necessary to ensure provision of participant services.
6. Makes home visits with refugee youth and their parents, as needed.
7. Consults and conducts follow-ups with the appropriate school personnel, as needed.
8. Represents the School Impact program and the agency in the community; provides outreach and responds to inquiries.

OTHER RESPONSIBILITIES:

1. Participates in the Agency's Quality Improvement process and supports agency compliance with relevant accreditation standards.
2. Prepares and maintains records and required documentation as directed.
3. Participates in staff meetings, staff training and development activities.
4. Performs other duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Graduation from high school or equivalent.
2. Experience working with children and diverse cultures.
3. Must possess and maintain throughout employment in this position a valid driver's license. Must achieve and maintain diocesan Approved Driver status throughout employment.
4. Work with discretion and communicate effectively with staff, volunteers, participants, and the public in a culturally diverse working environment; communicate fluently, orally and in writing, in the English language.

WORKING ENVIRONMENT: Responsibilities of the Case Aide - Refugee Youth may involve travel and work beyond the regularly scheduled workday.

Effective: 09-24-2020