

Date: **October 29, 2014**

Position: **Refugee Academic Success Coordinator**

Location: **Camden County**

SUMMARY: The Refugee Academic Success Coordinator is responsible for assisting refugee children to optimize school success by identifying, and attempting to address, the issues that pose barriers to this success. This position will work with school personnel including principals, teachers, and nurses, the parents and families of the refugee children, the school community including other students and their parents, and Catholic Charities' Department of Refugee and Immigration Services to best serve the children. The Refugee Academic Success Coordinator works under the supervision of the Program Director of Refugee & Immigration Services.

Duties and Responsibilities:

1. Collaborate with Catholic Charities Refugee Resettlement staff and school staff to maintain an accurate census of refugee students
2. Collaborate with Catholic Charities Refugee Resettlement staff and school staff to identify the known academic, family and/or medical issues that are impacting upon students' school success, especially immunizations
3. Communicate with school nurses to develop a calendar of student's immunization schedules to avoid gaps in school attendance and assist families in scheduling needed doctor's appointments to obtain required immunizations
4. Conduct assessments with refugee children and their families to assess for challenges in adjusting to a new culture, behavioral problems in the school environment, difficulties with socialization, family problems, social service needs, or mental health challenges. Refer as needed to external services.
5. Conduct family home visits to address any issues that might interfere with a student's school success
6. Educate refugee families on American norms and expectations for parental involvement in schools and encourage attendance at parent-teacher conferences and school event
7. Work with school and program staff to plan and implement cultural and school events designed to educate the school body about the refugees' culture and to encourage the refugee parents to come to the school

8. Attend staff meetings of the Refugee Resettlement Program to report on the needs of refugee children and their families to staff
9. Prepare and maintain accurate, timely documentation on all assigned clients in accord with agency guidelines
10. Familiarize self with appropriate community and Diocesan services and resources that are available to clients in support of goal attainment
11. Enhance professional growth and development through participation in educational programs, emergent literature and research, in-service seminars and workshops, etc.
12. Advocate changes in program policies and procedures to provide better service to client populations or more effectively meet client needs,
13. Develop and demonstrate knowledge of client population characteristics (including cultural, religious and ethnic diversity)
14. Comply with program policies and procedures on confidentiality, releasing and obtaining confidential information, and referral.
15. Perform other related duties as assigned or requested.

Requirements:

1. An interest in social justice and humanitarian issues in the Diocese of Camden and internationally
2. Excellent reasoning ability and judgment skills. Demonstrated ability to collect, organize and interpret client data is required.
3. High professional and ethical standards, especially with confidential client information
4. Excellent written and verbal communication skills, including spelling and grammar. Proficiency in another language is a plus, especially Arabic and Burmese.
5. Sufficient mathematic computation skills to comply with program requirements for billing, recording keeping, statistical accounting
6. Driver's license in good standing and personal vehicle in safe working order to travel within the Diocese of Camden service area
7. The manual dexterity necessary to operate a computer and the following computer skills are expected:
 - a. Fluency in using Microsoft Excel, Word and Publisher.

- b. Proficiency in use of email, including address groups, forwarding, file attachment, organizing computer files etc.
- c. Experience with data entry, speed and accuracy in service data entry.
- d. Experience in any other computer application programs a plus.

EDUCATION AND/OR EXPERIENCE:

1. Strong case management skills and a Bachelor's or Master's degree in Social Work, or equivalent experience in Refugee/human services preferred.
2. A minimum of two years of similar work experience in a social service setting is strongly preferred.

Status: Exempt (Salaried), Full-time (35 hours per week)

Please submit a statement of interest with your experience and qualifications to
kaitlyn.muller@camdendiocese.org.