



201 Bleecker Street | Utica, New York 13501 | 315.738.1083 | TheCenterUtica.org

THE CENTERSM

Services to Older Refugees (SORP) Coordinator

Status: Full-time (40 hours/week)
Reports to: Chief Operating Officer
Supervises: none
Travel: Less than 10 days a year
Department: Administration

POSITION PURPOSE: The SORP Coordinator provides comprehensive case management to older refugee participants and collaborates with other local service providers to ensure that older refugee participants are receiving the services needed to live independently in their homes and community. The SORP Coordinator will work closely with The Center's Resettlement Department to identify recent arrivals for possible enrollment in the program. The SORP Coordinator will also maintain regular contact with all agency staff to identify age-eligible older secondary migrants to recruit for the program. The position will also provide outreach to establish and/or expand the working relationships between The Center and the local Office for the Aging (OFA), as well as other relevant local service provider(s) to link older refugees to available services and providers as well as domestic seniors in the community.

QUALIFICATIONS:

- Experience working with refugee/diverse populations required.
- Knowledge of community organizations and experience building external partnerships required
- Excellent communication skills, including public speaking experience required.
- Strong computer skills and experience, with data collection and management required.
- Strong interpersonal skills required.
- Extensive experience with developing and implementing outreach strategies preferred
- Strong knowledge and understanding of multi-cultural competency, issues related to accessing community resources for refugee populations preferred.
- Bi-lingual preferred.

PRIMARY FUNCTIONS:

- Helping older refugees access mainstream aging services in the community by establishing or expanding working relationships with state or local agencies on aging.
- Coordinating and providing older refugees with appropriate services, including those that are not available in the community.
- Creating opportunities that enable older refugees to live independently as long as possible.
- Developing opportunities for older refugees to connect with their communities to avoid isolation.
- Assisting older refugees on the path to citizenship, especially those at risk of losing Supplemental Security Income or other federal benefits, to naturalize.
- Maintains client privacy and confidentiality in accordance with agency policy and procedures.
- Maintains knowledge and understanding of health, human, education and social related services, multicultural orientation, and community resources related to refugee populations.
- Coordinates with Compass Interpreters and Tone to facilitate interpretation and translation services as needed.
- Completes all program reporting documentation and submits reports as required in a timely manner.

OTHER FUNCTIONS:

- Ensures programs are administered in accordance with federal and state regulations and in compliance with contract/funding requirements.
- Coordinates services with other departments of The Center to assure the client receives a full range of services provided by the agency.
- Participates in agency long range planning to assure future growth and development of The Center and promotes the general and mental health and well-being of the refugee community.
- Promotes the health and education programs in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers.
- Any other duties required by the agency, contracts, the supervisory management or the Board of Directors of the agency.