



JOB DESCRIPTION

Case Worker – Office for New Americans (ONA) Professional Pathways Program

FLSA Status: Non-Exempt

Status: Part-time (20 hrs/week)

Reports to: Professional Pathways Program Manager

Supervises: none

Travel: Less than 10 days a year

Department: Office for New Americans (ONA)

JOB PURPOSE: The Professional Pathways Case Worker will assist the ONA Job Coach with providing direct services to low-income immigrant job seekers participating in the NYS Professional Pathways for High-Skilled Immigrants program. Services include recruiting, initial screening, job placement, and providing ongoing direct support. This is a part time position paid at \$19 per hour for 20 hours per week.

QUALIFICATIONS:

- Experience working with refugee populations. Strong analytical and problem-solving skills.
- Excellent verbal/written skills and presentation skills.
- Computer proficiency including Microsoft Office Suite, Google Docs, and experience with data entry.
- Strong interpersonal and relationship building skills.
- Knowledge and understanding of refugee and immigrant populations and relevant community resources.

PRIMARY FUNCTIONS:

- Assists the ONA Job Coach with recruitment and initial screening of candidates, program documentation and reporting.

- Provides comprehensive case management services for high-skilled refugees and immigrants within program parameters.
- Maintains client privacy and confidentiality in accordance with agency policy and procedures.
- 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 ONA program activities 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 immigrants receive a full range of services provided by the agency, as well as external agencies.
- Establishes communication and works closely with the community partners to ensure culturally appropriate services and programming.
- Participates in agency long range planning to assure future growth and development of The Center.
- Promotes The Center 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, or the supervisory management or the Board of Directors of the agency.