Under the Supervision of the R&P Program Manager, provides comprehensive, ethnic-specific, case management and support services to refugees from various regions of the world as they adapt to life in the United States. Ensures services provided follows Reception and Placement standards.

2. Provide appropriate integration services, transport them to their apartment. Ensure ethnic ready food is available until clients receive their EBT card, providing clients with an immediate orientation to their new environment, and work closely with them on all their immediate needs.

1. Conduct intake and assessment with new clients, becoming familiar with the client’s backgrounds and interests.

4. Prepare service plan and Refugee Resettlement plan for all employable adults—Monitor client’s progress based on the service plan through home visits and phone contacts.

5. Facilitates and coordinates agency and community resources for the refugee, including but not limited to healthcare providers, job developers, employers, ESL providers, school contacts, childcare providers, public assistance workers.

6. Maintain files according to the agency and funder guidelines.

7. Responsible for keeping financial records for each client and maintaining in-kind donation forms of items provided to each client. Advocate and arrange for the allocation of program resources identified to provide direct assistance to clients. Assists clients in linking to other service providers.

8. Participate in weekly staff meetings with the Refugee Resettlement staff to ensure all services are provided to clients on time to reach the goal of self-sufficiency.

9. May be required to work beyond regular business hours to meet the needs of clients.

**POSITION REQUIREMENTS**

•    Bachelor's degree in a Social Work or behavioral/human services related field;

* Must be bilingual in English and Swahili
•    Two years of experience with case management and/or social services provisions;
•    Proficient in the use of MS Word, MS Access, MS Excel and database programs;

•    Ability to work efficiently in a fast-paced environment, troubleshoot, and follow projects through without loss of attention to detail;

•    Ability to work as a team member and independently, with high level of self-motivation;

•    Exceptional interpersonal skills, including keen listening ability and relationship building;
•    Must have a valid state-issued driver's license, automobile insurance, clean driving record and reliable personal transportation;
•    Must pass a criminal background and other screening requirements;
•    Ability to travel locally as required;
•    Demonstrated support of USCRI’s values by exhibiting respect for others, maintenance of confidential information and an appreciation of a multicultural workplace;
•    Fluency in one of the key languages used by client populations is preferred (includes but is not limited to: Swahili, Farsi, Arabic, Burmese, Urdu, Karen, Karenni, Kinyarwanda, Ukrainian, Russian). Proficiency in additional languages a plus; and
•    Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.

Other Requirements: Driver’s license and reliable transportation. You may be required to work some evening and weekend hours. Must be willing to drive clients in a personal vehicle if an office vehicle is not available.

The International Center of Kentucky is an equal opportunity employer, and consideration for employment is made without regard to race, color, religion, age, gender, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law