

Lutheran Family Services AmeriCorps Position Description

Host Site: Lutheran Family Services	Location: Omaha
Position Title: Lutheran Refugee Services (LRS) Employment & Education	Date: September 2010
Paygrade: AmeriCorps Half Time	Reports to: AmeriCorps Supervisor

LFS Mission Statement: Lutheran Family Services expresses God’s love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency’s reputation and Christian value base.

Position Purpose: Assist Employment Specialists with securing employment for refugee clients, recruiting new employers, and referrals to appropriate educational programs.

- Essential Position Duties:**
- Build relationships with local employers and employment agencies to raise awareness and meet the employment needs of refugees.
 - Strengthen, maintain, and carry out the LRS “employment guidelines”.
 - Responsible for assistance and transportation of refugee clients in the application/interview process.
 - Serve as initial mediator between refugee client and employers.
 - Work closely with the LRS Empt. Specialists to ensure clients are compliant to Match Grant activities.
 - Track and report refugee employment activities.
 - Ensure refugee youth enrollment in school.
 - Refer and enroll individuals in ESL classes as needed.
 - Provide refugee families with an awareness of education system expectations and requirements.
 - Complete all necessary client file documentation of services.

Position Requirements

- U.S. Citizen or legal Permanent Resident
- High School Diploma or GED
- Driver’s license, good driving record, and current insurance
- Ability to be creative and innovative
- Work well in a multi-cultural environment
- Strong interpersonal, verbal and written communication skills
- Flexibility to meet the constant changing LRS environment
- Strong organizational skills
- Must be flexible to scheduling time regarding evenings and weekends
- Ability to communicate in one or more of the Omaha area refugee languages a plus.

Criminal history, child abuse registry, adult abuse registry, sex offenders registry, Department of Motor Vehicles records checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____ Date _____

Member Signature _____ Date _____

Director Human Resources _____ Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.