



Position Title: Senior Case Manager & Match Grant Employment Specialist

Department: Programs

FLSA Status: Full-time (Exempt)

Location: Lincoln, Nebraska

Reports to: Refugee Resettlement Director

Date Revised: October 2021

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Senior Case Manager & Match Grant Employment Specialist is responsible for delivering core resettlement services and offering guidance to eligible refugees on their path to achieving self-sufficiency through the Match Grant Employment program.

Essential Functions:

- Deliver core services of refugee resettlement related to housing, healthcare, community and cultural orientation, school enrollment, assistance with transportation to appointments and interviews, and referrals.
- Conduct employment assessments to identify clients' skill sets and credentials, identify appropriate educational or training programs, and develop an action plan outlining the client's pathway to achieving their career goals.
- Identify employment opportunities for refugee clients by building relationships with employers, attending career fairs and events sponsored by the Lincoln Chamber of Commerce and EmployLNK, and by searching websites, newspapers, and flyers.
- Collaborate with community partners and volunteers to identify and develop opportunities in the community to ensure networks for career advancement, civic engagement, and community involvement.
- Assist refugee clients in the job application and interview process, such as writing resumes, completing applications, and reviewing cultural workplace norms.
- Track, review and update clients' progress in their case file, both in hard copy and digital formats, according to agency standards and the contractual requirements of the U.S. Conference of Catholic Bishops (USCCB) and other grantors.
- Complete all federal, state, and local grant reporting requirements to meet compliance standards.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

Associates or bachelor's degree preferred with 2+ years of professional experience in business or social services. Bilingual competencies in either Arabic, Farsi, Kurdish, Karen, Pashto, or Ukrainian are preferred. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

Working Environment:

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate.

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.