



**Position Title:** Housing Coordinator and Support Specialist  
**Department:** Programs  
**FLSA Status:** Full-time (Exempt)  
**Location:** Lincoln, Nebraska  
**Reports to:** Refugee Resettlement Director  
**Date Created:** 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 Housing Coordinator and Support Specialist will work alongside the Refugee Resettlement staff to secure housing and coordinate set up with available volunteers for all refugee arrivals. He/She will support program staff in the delivery core services. CSS seeks to continuously expand its role in the successful integration and advancement of refugee clients, this position will assist in that expansion.

**Essential Functions:**

- Secure safe and affordable housing for incoming refugee families by cultivating positive relationships with local property managers and reality companies.
- Create a welcoming environment for all refugee arrivals by coordinating housing set-up with CSS volunteers and staff.
- Support refugee resettlement staff by delivering core services related to housing, healthcare, community and cultural orientation, and school enrollment.
- Assist CSS refugee resettlement staff with intake, employment screening, interpretation, translation, and transportation, as needed.
- Provide support and referrals to other social services agencies as appropriate.
- Support refugee resettlement staff by documenting, filing, and reviewing all casefiles.
- Submit required documentation to program staff so that they can complete all federal, state, and local grant reporting requirements.
- Ensure compliance and fair treatment of all clients throughout the resettlement process.
- 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

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.



**Qualifications:**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. 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.