



Position Title: Interpreter and Case Aide
Department: Programs
FLSA Status: Part-time
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 Interpreter and Case Aide will provide language and program support to the Refugee Resettlement team at Catholic Social Services of Southern Nebraska (CSS). CSS seeks to continuously expand its role in the integration and advancement of its refugee clients and this position will assist in that expansion.

Essential Functions:

- Support refugee resettlement staff through interpretation and translation.
- Assist in the delivery of core services related to housing, healthcare, community and cultural orientation, and school enrollment.
- Assist with transportation to appointments and interviews as needed.
- Provide support and referrals to other social services agencies as appropriate.
- 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

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. Bilingual competencies in either Farsi, Pashto, Dari or Urdu are required.

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.



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.