



Kentucky Refugee Ministries, Lexington Match Grant Coordinator (full-time)

As part of a small, dynamic refugee resettlement office, the Match Grant (MG) Coordinator will oversee an exciting program aimed at helping clients achieve early self-sufficiency and success in Kentucky.

Match Grant (MG) is a program available to selected newly-arrived refugees as an alternative to TANF for cash assistance. In the MG program, federal dollars support families for up to 180 days, with intensive case management, English language training, and employment services accompanying the cash assistance, toward the goal of early self-sufficiency (through employment) for the client. KRM must match federal financial support for this program with community support (volunteer hours, mileage, donated goods, and donated cash).

This position has dual components that support clients in their efforts to reach early self-sufficiency. The Match Grant Coordinator works directly with clients to help remove barriers to employment and self-sufficiency through budget discussions, healthcare coordination, and general case management. Simultaneously, the Coordinator guides the program as a whole, overseeing financial disbursements, maintenance of client and program records, raising and documenting the community match, and reporting. This position will report to, and receive guidance from, the KRM Lexington Director.

Depending on the number of MG enrollments available and the number of families enrolled, this position will sometimes have additional other duties in the KRM office. In heavy, fully-enrolled MG periods, this person's full-time focus will be the MG program. When enrollments are lower (as expected for the rest of 2018 if not longer) the person will also be responsible for providing other designated services in the office, potentially including initial arrival case management services to some new clients during their initial resettlement period, some family and youth programs, and/or some office-wide initiatives such as outreach and special event planning. Specific work planning and prioritization of non-MG duties will be informed by the successful candidate's skillset and planned in close consultation with the supervisor.

Essential Duties

- Gain very strong understanding of assistance programs available to clients, including federal/state programs as well as in-office programs to determine overall available assistance and service limitations
- Offer Match Grant to eligible clients based on program guidelines and service limitations, and enroll clients who select MG
- Conduct intensive, strengths-based case management services to MG clients to remove barriers to self-sufficiency
- Provide coaching/mentoring to clients in areas such as household budgeting and financial literacy, obtaining child-care assistance, accessing community resources such as medical, youth, educational, or employment programming
- Coordinate with resettlement caseworkers, employment team, ELT instructors, volunteer coordinator, and other staff for general delivery of services, case plan, and needed referrals.
- Create and maintain pre-employment and post-employment budgets and meet with clients during the MG period to discuss budgets and income necessary for self-sufficiency.
- Work with volunteers, interns, community partner agencies, and other KRM staff to raise and document the community match (in-kind goods, volunteer and intern hours and mileage, and cash donations) toward this program
- Maintain all program and client documentation for regular compliance review
- Understand the Match Grant Federal Guidelines, updated yearly, and make necessary changes to the agency's program to reflect new guidelines.
- Participate in team and office meetings and other events/initiatives.

Agency Profile

Founded in 1990 as a nonprofit agency, KRM is a local affiliate the national network of agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department's Refugee Admissions Program. The KRM Lexington sub-office opened in 1998 and currently receives refugee arrivals from Afghanistan, Bhutan, DR Congo, Cuba, and Ukraine.

KRM secures housing and medical care for refugees and provides them with comprehensive case management, employment services, ELT and cultural orientation, and various specialized programs. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship and comprehensive immigration legal services.

Job Requirements

- Bachelor's Degree or equivalent
- Strong computer skills including ability to learn new software
- Program management experience

- Financial management experience (program budgeting, household budgeting, expenditure tracking)
- Outstanding organization and record-keeping skills
- Ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Passion for serving limited-English-proficient clients and helping them progress toward self-sufficiency in Kentucky
- Outstanding English communication skills (written and verbal); additional language skills would also be beneficial
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients and staff
- Strong attention to detail and ability to provide clear documentation of services
- Team orientation - ability to work in coordination with agency resettlement staff and the legal team
- Patience and strong commitment to providing individualized services to refugee clients
- Commitment to diversity and social justice

Additional Job Information

This job is full-time and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Position is based in Lexington, KY with occasional training or meetings in Louisville. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on client appointments or special events. The ability to drive and transport clients by car is preferred but not required.

To Apply

Submit a résumé and cover letter to:

Mary Cobb
KRM Lexington Director
mcobb@krmlex.org

This position will remain open until filled.