



**Kentucky Refugee Ministries, Louisville**  
**Elder Program Assistant (part-time, 20 hours per week)**

**Summary**

The Louisville Refugee Elder Program serves refugees ages 60 and over with learning English, cultural orientation, and preparing for U.S. citizenship. Recognized as a model program by the Center for Applied Linguistics, the program meets twice a week for four levels of classroom instruction. Activities such as art classes, fitness sessions, one-on-one mentoring, and field trips are also offered. The program serves Kentucky Refugee Ministries' clients, Catholic Charities Migration and Refugee Services (MRS) clients, and secondary migrants residing in Jefferson County, Kentucky.

Refugee elders face a unique set of challenges compared to their American or younger counterparts. Many continue to live near or below the poverty threshold even after resettlement support. Assistance from government programs such as SNAP, Medicaid, and Supplemental Security Income (SSI) is crucial in allowing these elders to meet their basic needs. Due to federal law, SSI recipients must become U.S. Citizens within 7 years of applying for and becoming eligible for monthly benefits. Without SSI benefits elderly refugees have no source of income or are entirely reliant on family members or friends for financial support.

Obtaining citizenship before the seven year mark, while crucial, is challenging for many refugee elders. Many elders who resettle in the U.S. are illiterate in their own language. Physical and psychological traumas are common among this demographic and pose further barriers to learning English. The alternative option of N648 medical waiver is challenging to obtain and may require high out-of-pocket expenses.

The program relies heavily on dedicated volunteers. Volunteers help in the classroom and provide additional one-on-one tutoring before and during class. The program has a strong mentor program where an elder is paired with a community volunteer for in-home English and citizenship instruction. Mentors also help to provide individualized attention that may be missing from the elder's life and serve as a point of contact between the elder and the program staff. Mentors meet with their mentee once a week for one hour for a period of 6 months.

The Elder Program Assistant ensures high quality naturalization preparation to elders enrolled in the program through classroom instruction and case management services. Services include pairing a student with an in-class volunteer to conduct mock citizenship interviews, pairing students with an in-home mentor, communication with the KRM Legal office, and referring clients as needed to community partners for assistance with the N648 medical waiver. The assistant presents as part of the program's cultural orientation twice per year on the naturalization process. The assistant supports the program coordinator with other case management services as needed. Duties are outlined below.

**Essential Duties and Tasks**

- Teach the level 4 ESL/citizenship preparation class. Class meets twice a week as follows:

Tuesday & Thursday 10:00 a.m. to 12 p.m.  
Highland United Methodist Church  
1140 Cherokee Rd., Louisville, KY 40204

- Orient in-class volunteers to mock citizenship interview material.
- Coordinate mentorships for to further study in English and Civics.
- Communicate with KRM attorneys to set up N400 application appointments for ready clients.
- Present biannually on citizenship preparation, including testing material and steps to pursue alternatives to the test, such as the N648 medical waiver.
- Provide support to those clients seeking the N648 medical waiver through education and referrals.
- Refer clients to outside ESL/Citizenship classes.
- Facilitate program administration, such as reporting and English language testing for higher level students.
- Support the Elder Program Coordinator on program days when field trips or speakers replace class time.
- Attend required staff meetings and staff trainings.

### **Job Requirements**

- One year experience teaching ESL or citizenship to adults is required.
- Bachelor's or Masters' degree.
- Strong computer skills, including proficiency in MS Excel.
- Previous cross-cultural experience required, preferably in a social service, development or educational setting.

### **Specialized Skills**

- Ability to work with clients of diverse nationalities and cultures.
- Care and concern for the unique experiences of refugees ages 60 and over.
- Teaching experience and classroom management skills, particularly the ability to teach a multi-level class of limited-English-proficient clients.
- Ability to integrate volunteers into program to improve client support and effectiveness of instruction.
- Ability to multi-task.
- Detail-oriented and organized.
- Record keeping skills.
- Strong outreach skills; ability to connect with diverse types of organizations: schools, businesses, government, faith organizations, etc.
- Team oriented; ability to work in coordination and close collaboration with program and agency staff.
- Self-motivated; ability to develop and implement new and innovative projects.
- Demonstrated capability to effectively communicate orally and in writing.

## **Agency Profile**

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department's Refugee Admissions Program. Currently, KRM's Louisville office currently receives around 300 newly-arrived refugees a year. KRM's Lexington office, opened in 1995, receives over 200 refugee arrivals a year.

KRM Louisville also currently serves 300 recently-arrived Cuban immigrants a year, as well as small number of individuals from various countries who have been approved for asylum and those applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide services to immigrants of all statuses.

KRM staff does not engage in any religious messaging in connection to delivery of client services.

## **Compensation and Benefits**

This is a part-time position, 20 hours a week. Pay rate is commensurate with experience and background. Paid holidays, vacation, sick and personal days are provided on a pro-rated basis after introductory period. There are no medical benefits.

## **To Apply**

Interested applicants should reply by Thursday, May 9, with a résumé and cover letter to—

Eva Nyerges  
Elder Program Coordinator  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
Email: [enyerges@kyrm.org](mailto:enyerges@kyrm.org)

Those who have previously applied for a position at KRM are eligible to reapply. Only applicants selected for an interview will be contacted.