



## **Kentucky Refugee Ministries, Louisville Match Grant Caseworker (full-time)**

The Match Grant Caseworker supports an eight-month financial assistance, case management, and employment program for newly-arrived refugees.

Historically, the program has had limited enrollment; however, KRM wishes to increase capacity of cases enrolled. Early employment within 240 days after arrival is required for at least one adult member of each case, with a preference for employment at or before 180 days. As a result, the Match Grant caseload is comprised of refugee families whose heads of household have good prospects for obtaining early employment.

Following principles of trauma-informed care and strengths-based case management, the Match Grant Caseworker collaborates with their immigrant clients in developing an individualized family case management plan to overcome barriers and progress toward self-sufficiency. A knowledge of community service providers and a strong commitment to advocating for refugees' access to services is essential. In addition to enrollment for eligible public benefits, Match Grant clients receive monthly cash assistance to maintain basic needs during their initial resettlement period. The Match Grant caseworker is responsible for overseeing the household financial management of their clients and for processing vouchers for agency-managed funds to ensure that refugees receive needed rent, utilities, food, and public transportation access.

The Match Grant Caseworker assists families with budgeting and coordinates their early transition to employment and self-sufficiency. The Match Grant Caseworker ensures that Match Grant clients fully participate in the agency's employment services program; and coordinate with KRM's job developers so they can find a suitable job placement for Match Grant clients within the program's 240-day timeframe.

Thorough documentation of services in casenotes, physical case files and electronic databases is required. The Caseworker has substantial independent responsibilities and is expected to combine field work, including home visits, and client transport to appointments with in-office client consultations and case management tasks. The Caseworker will be supervised by the Matching Grant Coordinator and the KRM Executive Director.

### **Essential Job Functions**

- Read and follow updated federal Matching Grant program guidelines
- Assess soon-to-arrive and recently arrived cases for Match Grant program eligibility
- Coordinate pre-arrival services and provide airport reception and home orientation
- Explain thoroughly Match Grant program guidelines to prospective enrollees
- Coordinate with the Match Grant Coordinator on development and implementation of case plans

- Create family self-sufficiency plans with clients and maintain pre-and post-employment budgets
- Track all assigned cases, meet regularly with clients, and effectively organize time to ensure equitable provision of services
- Enter client casenotes and maintain client case files in prescribed manner
- Accurately maintain client expenditure sheets and process vouchers for rent, utilities and other disbursements to, or on behalf of clients, in a timely manner
- Coordinate with KRM specialist staff to assist MG clients in applying for Social Security cards, SNAP (food stamps), Medicaid, and other social services, as eligible
- Refer MG clients for other KRM programs, as eligible (Family Center, ESL, Cultural Orientation)
- Coordinate with KRM donations staff to secure and deliver additional household items for MG clients
- Provide supporting documentation for in-kind donations, e.g., volunteer logs and receipts for donated items to the Match Grant Coordinator on a monthly basis
- Refer MG clients to KRM employment staff; communicate all client background and case info affecting employment to employment staff
- Ensure that Match Grant clients maintain full compliance with agency job-readiness training and job placement services

### **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. Separately, KRM has also resettled over 450 Afghan evacuees, nearly 300 in Louisville.

In addition to refugees, KRM Louisville also currently serves a sizable number of Cuban who have recently migrated to the U.S., as well as a small number of individuals from various countries who have been approved for asylum, are applying for asylum, or are otherwise resident in Kentucky.

KRM secures housing and medical care for clients and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for immigrant youth and elders, victims of crime, and the arts. KRM also offers citizenship classes for legal permanent residents 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 do not engage in any religious messaging in connection with the delivery of client services.

### **Job Requirements**

- College degree required
- Strong computer and organizational skills, including proficiency in MS Excel
- Job will be primarily during normal business hours with some occasional late evening airport receptions required

- Ability to drive and transport clients by car

### **Specialized Skills**

- Ability to work with clients of diverse nationalities and cultures
- Comfort with servicing limited-English-proficient clients and utilizing bilingual interpreters
- Excellent interpersonal skills; ability to present to and coordinate community volunteers in an individual or group setting
- Strong orientation to detail and ability to provide clear documentation of services
- Team-orientation; ability to work in coordination with agency resettlement staff

### **Compensation and Benefits**

This is a full-time position. Compensation is commensurate with experience and background. Benefits: Medical, dental, vision, life insurance; paid vacation, holidays, sick and personal days.

### **To Apply**

Interested applicants should reply with a résumé and cover letter by Friday, April 29<sup>th</sup> to

John Koehlinger  
Executive Director  
Kentucky Refugee Ministries  
Email: [jkoehlinger@kyrm.org](mailto:jkoehlinger@kyrm.org)

Confirmation of application receipt will only be provided to candidates selected for an interview.