



Kentucky Refugee Ministries, Louisville School & Youth Support Specialist

As part of the Family and Youth Services staff, the School and Youth Support Specialist will provide educational case management services to school-aged refugee children and their families. The specialist will work in close collaboration with the Youth Services Coordinator and Family Case Manager to ensure that children and their families receive the assistance needed to support a successful transition into Jefferson County Public Schools (JCPS).

Kentucky Refugee Ministries (KRM) resettles approximately 350 school-aged children and their families each year. The Family and Youth Services staff work closely with clients and JCPS with the goal of removing barriers to academic success. This includes assisting with school registration and placement, school-related documentation, parent-teacher conferences, summer and other out-of-school-time programming, and ongoing case management. The School and Youth Support Specialist will provide support to the Youth Services team with these tasks as needed. They will enhance the current Welcome to School orientation curriculum and organize workshops for recently arrived children to prepare them for the transition into the American school system.

Work Arrangements

Currently, this is a hybrid position, with some in-office and field work required in compliance with COVID-safety protocols. Pending a continued reduction in community COVID-exposure risk and increase in vaccinations, KRM's staff requirement for in-office work may increase. All KRM staff are required to be vaccinated against COVID-19.

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to resettle refugees legally admitted to the United States through the State Department's Refugee Admissions Program.

KRM Louisville also serves Cuban migrants, and humanitarian parolees from Afghanistan and Ukraine, as well as individuals from various countries who have been approved for asylum or are applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, access to medical care and mental health services, ESL and cultural orientation, and specialized programs for refugee youth and elders, victims of crime, and the arts. KRM 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 seven 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 to delivery of client services.

Essential Duties and Tasks

The School & Youth Support Specialist will be responsible for the following tasks:

- Schedule and implement school registrations
- Provide school and bus information to students and families once received
- Ensure schools receive student medical documentation to clients' primary care providers and schools
- Liaise with JCPS school staff and teachers regarding student and family needs
- Plan and host Welcome to School orientations for students (on a rolling basis)
- Work collaboratively with the Family Case Manager & Youth Services Coordinator on daily educational case management and client services
- Organize and support KRM's out-of-school-time initiatives
- Assist in organizing appointments at the JCPS Clothing Assistance Program (CAP)
- Assist in the planning and operation of the KRM Summer Youth Program, a six-week educational program for children who are in Kindergarten – 8th grade
- Enter case notes on a regular basis, documenting services, orientations, program participation, and student progress

- Plan regularly with staff and participate in weekly Family and Youth Services department meetings, activities and professional development opportunities
- Work collaboratively with other staff to draft grant proposals and complete grant reports specifically targeting Family and Youth Services programming

Job Requirements

- Bachelor's degree required
- Strong computer and organizational skills, including proficiency in MS Excel
- Ability to drive and transport clients by car
- Demonstrated and verifiable direct services experience working with children and youth

Specialized Skills

- Ability to work with clients and staff of diverse nationalities and cultures.
- Comfort with servicing limited-English-proficient clients.
- Strong detailed-orientation; capacity to provide clear documentation of services
- Team-orientation; ability to work in coordination and close collaboration with KRM staff
- Strong outreach skills; ability to network with community service providers
- Patience and strong commitment to client care, while at the same time adhering to agency mission of promoting client self-sufficiency
- Personal resiliency to endure stressful situations relating to client case management, or program implementation during peak caseload periods
- Commitment to ethical conduct, maintaining appropriate boundaries with clients, and respecting client autonomy

Salary and Benefits

This is a full-time position, 40 hours a week, during normal business hours. Compensation is commensurate with experience and background. Benefits: Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days.

To Apply

Interested applicants should reply with a résumé and cover letter by July 29, 2022, to

Adrienne Eisenmenger
Family and Youth Services Manager/ Program Leader
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: aeisenmenger@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.