



## **Kentucky Refugee Ministries, Louisville Job Developer (full-time)**

As part of KRM's six-member Employment Services staff, the Job Developer will provide job readiness and placement services to over 600 employable refugees and immigrants a year. All clients are legally authorized to work. Basic duties will include assessing clients' employability, providing them with job-readiness orientation, contacting area employers to identify job opportunities, and assisting clients to apply for those positions, sometimes in the KRM office but often on-site at local companies.

***Clients Served.*** Clients served will be primarily recently-arrived refugees from such countries as Congo, Syria, Afghanistan; Cuban and Haitian entrants, and other immigrants admitted to the U.S. on a humanitarian basis, including Ukrainians. A majority of clients will have limited English proficiency. A sizable minority of refugees seeking employment are women. KRM also assists high school-aged and young adult students with employment, particularly during the summer.

Since KRM Louisville serves a large number of employable clients from Cuba, in addition to a number of Central American refugees, advanced proficiency in Spanish would be an asset for this Job Developer position.

***Job Placement and Employer Outreach.*** Most clients will be placed in entry-level jobs paying \$17.00 to \$18.00 per hour. The main industries hiring refugees are manufacturing, logistics/distribution, environmental services, food processing, hospitality, and healthcare. The Job Developer must have the interpersonal skills and follow-up to maintain our roster of employment partners and develop new ones. Job Developers keep in close contact with key local employers, inquiring about new job openings and checking on the status and retention of recently-placed clients.

The Job Developer will help refugees with transferrable professional skills and high levels of English proficiency find employment in their field of training and experience. This will include résumé building and counseling clients on independent job searching.

***Job Readiness Orientation.*** The Job Developer will provide job readiness orientations to prepare refugees to obtain and retain employment. KRM employment staff must have good geographic knowledge of the Louisville Metro area to locate employment that clients can reasonably access by bus from their place of residence.

***Initial and Follow-up Job Placements.*** In keeping with KRM's mission of promoting refugee self-sufficiency, clients are placed in full-time jobs early within three to six months after arrival. Employment services are also provided to clients resettled in previous years who have lost their job or who are seeking a job upgrade.

***Administration.*** All employment services activities and outcomes must be case noted and in client databases. Good office, computer and organizational skills are required.

***Supervision.*** The Job Developer will work under the direct of the Employment Services Manager.

## **Essential Duties**

- Provide enrollment in, and orientation on, KRM's employment program for newly-arrived refugees
- Conduct pre-employment assessments of clients' job skills and employment history
- Research the Louisville job market; identify new opportunities suitable for refugees
- Conduct outreach presentations with individual employers or at convenings of area employers at local workforce development events
- Match available jobs to particular clients' skills and access to transportation
- Assist clients during the entire job application process; including coordinating interviews and applications with company human resources staff and transporting clients to employers' offices/facilities to complete applications/interviews
- Instruct and assist clients in completing drug, background and other pre-employment screenings
- Orient clients on public transportation routes/schedules needed to get/from jobs
- Coordinate with other KRM staff to ensure refugee parents have needed childcare arrangements in place to begin work
- Conduct follow-up with employers to check on status/retention of recently-hired clients and troubleshoot issues between employees and newly-hired clients
- Submit wage and employment information internally, to the Department of Community Based Services, and the state refugee coordinator's office
- Present and develop a work orientation series that prepares clients to acquire and retain employment in the United States. These "World of Work" orientations cover topics including employer expectations, how to fill out job applications, interviewing skills, understanding paychecks, and procedures for handling on-the-job situations
- Document all refugee employment services activities per program guidelines

## **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 ten national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through by the U.S. State Department's. KRM also has offices in Lexington and Covington, Kentucky. In addition to refugees, KRM serves Cuban and Haitian entrants , and individuals from various countries who have been approved for, or are 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 immigrants preparing to apply for naturalization. KRM's immigration legal services office provides services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

KRM staff do not engage in any religious messaging in connection to 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 early mornings required to take refugees to job interviews
- Ability to drive and transport clients by car

## **Specialized Skills**

- Ability to work with clients of diverse nationalities and cultures
- Comfort working with limited-English-proficient clients and using interpreters
- Excellent interpersonal skills; ability to effectively interact with human resources staff of companies in a range of industries
- Strong orientation to detail and ability to provide clear documentation of service
- Team-orientation; ability to work in coordination with agency resettlement staff
- Patience and strong commitment to providing individualized employment services to refugee women and other high-need clients
- *Spanish fluency a plus*

## **Work Arrangements**

- KRM staff are required to work at least three days in-person, either in the office or the field. Remaining hours can be worked remotely. Time-sensitive service requirements may require more than 60% in-office or in-person work.

## **Compensation and Benefits**

- Non-exempt position, 40 hours per week.
- Pay rate of \$21.00 to \$23.00 per hour depending on background and experience
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; and a fully-vested 401(k) retirement plan after one year of service

## **To Apply**

Applicants should reply with a résumé and cover letter by Monday, March 11<sup>th</sup>, to—

John Koehlinger  
Executive Director  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
Email: [jkoehlinger@kyrm.org](mailto:jkoehlinger@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.