



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

As part of a three-member Employment Services staff, the Job Developer will provide direct job readiness and job placement services to around 500 employable refugees and immigrants a year. Basic duties will include contacting area employers to identify job opportunities, and identifying and taking refugees to apply for those positions. Accordingly, a sizeable minority the Job Developer's time may be spent outside of the office, directly assisting clients apply for jobs.

The overall caseload will include clients with varying levels of English proficiency—with some speaking little or no English—and diverse educational, cultural and vocational backgrounds. Clients will age in range and include sizeable numbers of women, youth and young adult refugee and immigrant job seekers.

Most clients will be placed in entry level jobs paying between \$11/hour to \$13/hour. Over 200 Louisville-area employers have hired refugees and immigrants through KRM in the past year. The main industries hiring refugees are logistics/distribution, food processing, manufacturing, hospitality, healthcare and restaurants. The Job Developer must have the interpersonal skills and follow-up to maintain this roster of employment partners and the initiative to develop new ones.

The Job Developer will be expected in job readiness orientations and individual instruction to prepare refugees to successfully obtain and retain employment. KRM employment staff must have good geographic knowledge of the Louisville Metro area to be able to locate employment that clients can reasonable access by bus from their place of residence.

In keeping with KRM's mandated objective of promoting refugee self-sufficiency, the employment services team will seek to place clients in full-time jobs early within their resettlement, usually three to six months after arrival. However, employment assistance will also be provided to refugees, particularly women, who have been in the United States for longer periods.

All employment services activities and outcomes must be casenoted and tracked with required supporting documentation. Good office and organizational skills are a must.

### **Essential Duties**

The Job Developer will carry out the following activities:

- Conduct pre-employment assessments of clients' job skills and employment history.
- Research the Louisville job market; identify new opportunities suitable for refugees.
- Match available jobs to particular client skills
- 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 and 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 and to the Department of Community Based Services (DCBS)
- Coordinate with TANF contractors providing job readiness training to clients on welfare
- Present and further develop a work orientation series that prepares clients to acquire and retain employment in the United States. These “World of Work” orientations covers topics including basic employer expectations, how to fill out job applications, interviewing skills and techniques, understanding paychecks, and proper procedures for handling various on-the-job scenarios
- Document all refugee employment services activities per program guidelines

### **Agency Profile**

Founded in 1990 as a nonprofit agency, Kentucky Refugee Ministries 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 is receiving refugee arrivals from Afghanistan, Bhutan, Burma, Cuba, Eritrea, Iraq, Syria and Sudan.

Since 1995, under the auspices of the Church World Service/Immigration and Refugee Program (CWS/IRP), KRM has also assisted Cuban/Haitian entrants admitted under a special program for Cuban immigration administered by the U.S. Citizenship and Immigration Services.

KRM’s Louisville office currently receives around 300 refugee and 100 Cuban arrivals a year.

Kentucky Refugee Ministries secures housing and medical care for refugees and provides comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth, elders and the arts. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship and comprehensive immigration legal 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 with servicing limited-English-proficient clients and utilizing bilingual 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 services
- 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

### **Compensation and Benefits**

This is a full-time position. Salary 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 Thursday, December 20<sup>th</sup>, to

John Koehlinger  
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Kentucky Refugee Ministries  
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Selected candidates will be contacted for an interview.

**Date Posted:** Thursday, December 6, 2018