



# refugee development center

## Position Description

### Job Title: Family Engagement Specialist

**About the Organization:** The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid-Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

**Overview:** The Family Engagement Specialist will assist refugee newcomer youth and their families in successful navigation of the American school system by facilitating school enrollments, home visits, program referrals, tutoring, and other services to assist with long term integration.

A successful candidate will embody the values of the RDC in their role: Compassion, Collaboration, Innovation, Education, Welcoming, Cultural Humility, and Commitment.

**Hours:** Full time, includes regular evenings and occasional weekend hours

**Pay Rate:** \$35,760-\$39,520 ; Commensurate with experience.

**Benefits:** Retirement plan; fully paid health, dental and vision benefits, generous vacation, sick and holiday pay.

### Job Duties:

- Assist with newly-arrived refugee students and their families by providing orientations, school tours, ensuring interpretation and translation of class schedules and locations, and reviewing expectations of students, parents, and teaching in American schools.
- Provide students with resources, support, and assistance to facilitate integration into the school system.
- Provide one-on-one support to students and/or parents who are referred by school staff or on a walk-in basis to assist with issues related to school and long term integration.
- Deliver home visits and school orientations for newly arrived refugee families
- Assist with new school enrollments, coordinating interpretation and transportation
- Assist parents in understanding and accessing parent teacher conferences
- Assist in recruitment of participants for tutoring and mentoring programs
- Deliver regular and ongoing programs, in group settings, to promote peer-to-peer

- support for refugee students.
- Act as a designated contact for services available to refugee students, refugee parents, and teachers.
- Support daily programming in early education, tutoring, intake and other services as needed.

**Credentials Required:**

- BSW or BA/BS in a human service field or a minimum of 2 years working in similar role/responsibilities.
- Valid driver's license and minimum insurance limits coverage

**Experience/Capabilities:**

- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Ability to work well with a diverse group of staff and volunteers
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions
- Computer skills sufficient to perform essential functions
- Demonstrated cross cultural sensitivity
- Strong interpersonal skills both written and verbal
- Knowledge of the U.S. public school system and state, community and agency resources
- Ability to work non-traditional hours including evenings and weekends.
- Preferred Bilingual or multilingual (capable of speaking, writing, translating, and tutoring in at least one of the major language(s) of the youth)
- Must be willing and able to transport clients either with use of personal vehicle, company 15 seater van, or both

**Working Conditions:**

Due to the nature of the position, final candidates will be required to allow RDC to conduct a series of background checks to determine whether the circumstances of any pending charges or past convictions would be substantially related to the job being filled. Additionally, all final candidates must have a valid driver's license, approved insurance coverage and reliable transportation.

**To apply:** Send resume & cover letter, complete with reference contact information, to Erika Brown-Binion, Executive Director at [ebrown@rdclansing.org](mailto:ebrown@rdclansing.org) by July 21, 2023. Call Erika at 517- 999-5090 with questions.

**EEO Statement:**

Refugee Development Center (RDC) believes we are better together and is an equal opportunity employer who truly values diversity at our organization. Therefore, RDC adamantly opposes any discrimination based on characteristics protected by federal, state, and local laws, (including the following: race, religion, skin-color, sex, national origin, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status) and enthusiastically encourages those of diverse backgrounds to apply.