



# refugee development center

## Refugee Mentoring Specialist Position Description

**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 Refugee Mentoring Specialist supports a culturally responsive mentoring program for young people who are refugees, asylees, special immigrant visa recipients, or other newcomers, who have been in the United States less than five years, and who are 15-24 years of age. The goals of the mentoring program are to provide strengths-based trauma informed support structures for newcomer youth by facilitating mentor/mentee pairings and providing afterschool and summer enrichment programming for participants.

The Refugee Mentoring Specialist will address the wellness needs of refugee populations, including creating opportunities for social engagement. Responsibilities include facilitating community-based activities, targeted group activities for specific interests and populations (e.g., youth sports, sewing group, driving education, etc.), and other opportunities for healthy relationship building amongst refugee populations to overcome feelings of isolation.

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 or Part time positions available, includes regular evenings and occasional weekend hours

**Pay Rate:** Full Time \$35,760-\$39,520; Part Time \$15 - \$18/hr commensurate with experience.

**Benefits:** RDC offers fully paid health, dental, vision, retirement and generous PTO.

### Job Duties:

- Support coordination of a mentoring program for new arrival (within 5 years) refugee youth aged 15-24 in which a youth is paired with a suitable mentor.
- Coordinate regular contact (phone calls and home visits) with participants and families of enrolled mentees. Use cultural broker support as needed.
- Provide limited case management to families of mentees including information and referrals to community resources

- Provide school orientations and school liaison services to families of mentees
- Support community outreach to newcomer clients regarding all RDC programs such as ESOL classes, tutoring, digital literacy, health and housing navigation, and mentoring
- Support background checks and car insurance, driving record check for all mentors
- Support mentor/mentee pairings in order to ensure quality of services provided and compliance with established standards
- Support mentor recruitment, particularly mentors with immigrant/refugee experience or whose interests or expertise align with the goals of an enrolled mentee
- Support coordination, training and supervision of mentors within the program
- Provide opportunities for mentor and mentee engagement
- Plan and conduct regular afterschool and summer programming for high school aged mentees including lessons and extracurricular activities
- Plan and conduct mentor/mentee group events and outings
- Document grant services, maintain client casefiles in accordance with RDC standards
- Coordinate support groups for all ages offering a variety of activities designed to support mental wellness including sewing, driver's empowerment, yoga, art
- Facilitate youth wellness groups with a focus on leadership development and building strong social networks
- Meet with individuals and families in the community to conduct needs assessments

**Credentials Required:**

BSW or BA/BS in a human service field or a minimum of 3 years working in similar position

**Required Experience/Capabilities:**

- Passion and commitment to the mission of the Refugee Development Center
- Prior experience working with young people ages 15-24, preferably newcomer youth
- Demonstrated commitment to cross-cultural competence and cultural humility
- Proficiency in Microsoft Suite, GSuite
- Effective written, verbal, and interpersonal communication skills
- Valid driver's license, reliable personal transportation and current auto coverage
- Knowledge of the U.S. public school system and post-secondary opportunities
- Ability to work non-traditional hours including regular evenings and occasional weekends

**Preferred Experience/Capabilities:**

- Masters of Social Work (MSW)
- Prior knowledge of local community social service resources, particularly for immigrant and other vulnerable populations.
- Bilingual/multilingual (Arabic, Dari, Pashto, Kinyarwanda, Swahili, or Somali)

**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.

**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 March 9, 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.