



## Resettlement Specialist

**Arrive Ministries** is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

**Job summary:** The Resettlement Specialist, within the Reception and Placement (R&P) department, supports case managers in connecting newly arrived refugees to necessary services. It provides refugees with basic needs support and core social services as defined by the Bureau of Population, Refugees and Migration.

### Responsibilities:

- Assist in providing newly arrived refugees with services in accordance with the federal Cooperative Agreement and accompanying resettlement guidelines.
- Provide Pre-Arrival support for incoming cases; apartment set ups, groceries, utility/phone set ups, transportation from the airport, lease signings.
- Assist case managers with social services delivery (i.e., provide and/or arrange transportation to appointments such as Social Security, ESL, school registration, public assistance)
- Complete and maintain case notes and other documentation of services on-time and in an efficient, accurate manner, as required by the federal Cooperative Agreement
- Provide cultural orientation and housing orientation to newly arrived refugees.
- Initiate referrals to necessary community-based services for newly arrived refugee clients (i.e., health screenings, community health workers, internet, clothing closets & food shelves, technology & job readiness classes)
- Provide administrative support to the R&P Program Manager; case file reviews, updating data spreadsheets, gathering information for cross departmental collaboration.

### Required Knowledge and Skills:

- Four-year degree in areas such as social services, global studies, cross cultural communication, or equivalent job experience
- Valid MN Driver's License with proof of insurance and good driving record
- Able to speak, read, and write fluently in English
- Able to speak, read, and write fluently in other languages such as Somali, Swahili, Karen, Russian
- Competency using computer applications for writing, record keeping, and research
- Strong people skills across class, religion, culture, age, and gender
- Excellent time management, organization, attention to detail, and problem-solving abilities
- A demonstrated faith in Jesus Christ and compatibility with our mission

- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.
- Work experience in social services and/or case management preferred
- Knowledge and familiarity with social services and community resources in the Twin Cities metro area preferred

**Additional Information:**

- Reports to: Reception and Placement Program Manager
- Hours: 40 hours per week within a typical work schedule of Monday to Friday, 8:30 a.m. to 5:00 p.m.
- Flexibility in scheduling needed to attend late evening or early morning appointments or other unexpected situations

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