



## Employment Counselor

### Job Description

**Arrive Ministries** is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. Arrive Ministries is a refugee resettlement agency, providing resettlement services to newly-arriving refugees.

**Job Summary:** The Employment Counselor is responsible for assisting refugee, immigrant, and asylee clients who have been in the U.S. for fewer than five years with securing and maintaining permanent employment. This role supports clients in overcoming barriers to employment by delivering job readiness training, developing employment plans, and connecting them with job opportunities that promote long-term stability. The position combines case management, employment services, and relationship building with local employers.

**Hours:** Full-time, 40 hours per week

**Range of pay:** \$22.00 - \$24.00 per hour, depending on qualifications

**Benefits:** Medical, Dental, HSA, 403B retirement account, Life insurance, Long-term disability, Accident Insurance, Paid Time Off, Holiday Pay.

#### **Responsibilities:**

- Complete client enrollments and intakes that include assessing client skills, language proficiency, and creating individualized work plans for job placements
- Provide coaching and support clients in overcoming barriers to employment both before and after job placement
- Work with clients to set goals, drafting individual employment plans, resumes and to provide job readiness training to orient clients to US work culture
- Responsible for assisting clients to secure interview and employment opportunities that result in job placements
- Support clients through interview preparation, accompanying them to interviews, and providing guidance and interpretation as appropriate

- Work collaboratively with the Arrive Ministries employment team to complete yearly initial job placement goals and job upgrades as part of the employment contractual obligations
- Build and maintain relationships with employers, including outreach, networking, and regular follow-ups to expand job opportunities for clients.
- Utilizing MRIS database to maintain timely and accurate case notes and case file records; updating and ensuring compliance with Department of Human Services and Refugee Programs Office contractual obligations.
- Monitoring and following up on client employment progress. Complete 90 day post-placement check-ins with clients and contacting employer's post-placement to ensure successful onboarding and retention.

## **Knowledge and Skills**

### **Required:**

- Bachelor's degree in business, global studies, communications or related field
- Two-plus years of experience in a cross-cultural, social service, ministry or business setting that involved serving clients, advocating for others, or managing caseload of clients.
- Demonstrated ability to work independently, communicate professionally (verbal and written), take initiative, and build collaborative professional relationships with internal and external partners
- Patience and compassion with people in transition and limited English capabilities. Desire to serve and empower the Church to impact vulnerable communities
- Valid MN Driver's license with proof of insurance and good driving record
- Mature and personal Christian faith
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct

### **Preferred:**

- Ability to speak a second, relevant language (Pashto, Somali, Arabic, Oromo, Swahili, Spanish, Ukrainian, etc.)
- Experience working with individuals from a refugee or immigrant background
- Experience and familiarity with social service and employment environment in the Twin Cities metro area

### **Additional Information:**

- Reports to: Director of Empowerment
- This position works out of Richfield, MN Headquarters
- Status: Full-time, non-exempt, 40 hours/week, with benefits
- Regular office hours 8:30am-5pm, with occasional evening work as assigned

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