**CATHOLIC SOCIAL SERVICES**

**JOB DESCRIPTION**

**TITLE:** POWIR Support Staff  
**DEPARTMENT:** Refugee Assistance & Immigration Services  
**SUPERVISOR:** Program Director  
**STATUS:** Part-time/Temporary (approximately 20 hours per week)  
**UPDATED:** 3/4/2020

**Job Summary:** This position is responsible for unique outreach to community agencies, local government, and faith-based communities to enhance services for the Refugee Assistance & Immigration Services (RAIS) program at Catholic Social Services. This includes developing partnerships with organizations for referrals, training on various topics for refugee clients through Civics Fairs and tracking of in-kind donations to the RAIS program.

**Qualifications:**  
**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Dependability, maturity and initiative. Excellent inter-personal skills required. Ability to relate positively to program director, staff, community service providers, and CSS clients. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Highly organized with a keen attention to detail; self-motivated and directed; works well within a rapidly changing environment; punctual; effective communication, and interpersonal skills; cultural competency to work with diverse clients.


**Skills:** Strong communication skills and experience in public speaking; proficiency in Microsoft Word and Excel. Must be able to take initiative and work with little supervision. Must appreciate and understand the concepts of community partnerships. Must have valid driver’s license. Must be available evenings and weekends when necessary.

**DUTIES & RESPONSIBILITIES:**

1. Assist with POWIR program and activities to ensure that activities are focused on grant objectives, goals and outcomes.
2. Conduct outreach events for RAIS including speaking engagements, tabling at events, and attending community meetings.
3. Contact, meet, and develop relationships with community partner organizations offering services relevant to refugee arrivals (e.g. financial institutions, housing agencies, law enforcement).

4. Coordinate and plan two refugee Civic Fairs (Anchorage, Wasilla). Including reaching out to partners to attend, notifying clients, and scheduling interpreters.

5. Track in-kind donations resulting from outreach events.

6. Track progress towards grant goals with Program Director.

7. Gather data for grants and agency needs as requested by Program Director.

8. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.

**Physical Requirements:** Ability to lift up to 40 pounds (moving of display boards, boxes of information, booklets, etc); assist in physical set up and clean up of events and activities.

**Training Requirements:** Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities as needed.

**Responsibilities:**

Employee Signature: ______________________________ Date: __________

Supervisor Signature: _____________________________ Date: __________