

Catholic Charities of Tennessee, Inc.
POSITION ANNOUNCEMENT

Refugee Youth Program Assistant-Tusculum Hills Site

Catholic Charities has an opening for the position of Refugee Youth Program Assistant in its Refugee Services Department. This position is part-time based at the Tusculum Hills Church site at 4930 Nolensville Rd, Nashville, TN 37211 and serves refugee children living throughout the Nashville community. Hours are in the late afternoon/early evening, Monday through Thursday during the school year (from approximately 2:00-6:00 PM).

Primary responsibilities include conducting trauma-informed, literacy-focused, after-school and summer programming for groups of refugee youth who have been resettled in the Nashville area; providing transportation to and from program activities; maintaining compliance with childcare regulations and agency policies; and maintaining accurate program records.

Education/Experience:

- High school diploma (college degree preferred)
- Experience working with children in a group environment
- Experience working across cultures
- Prefer a candidate with education and/or second language experience

Other Skills or Requirements:

- Knowledge of human behavior and an ability to adapt and use various methods while meeting the educational and social needs of newcomer children
- Knowledge of trauma-informed care frameworks
- Ability to facilitate intercultural communication and to create an environment where differences are respected
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to handle confidential information with extreme professionalism
- Ability to plan and organize work
- Ability to follow tasks through to completion
- Effective interpersonal skills
- Strong written and verbal communications skills
- Ability to work well as a team and independently with minimal direction
- Ability to transport
- A valid driver's license and a clean driving record (no accidents or tickets)

Please e-mail resume to: Cagney Stinson, Refugee Youth Education Coordinator, at cstinson@cctenn.org

POSTING DATE: July 27, 2017

DATE AVAILABLE: August 14, 2017

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.