

Catholic Charities of Tennessee, Inc.
POSITION ANNOUNCEMENT

Refugee Youth Program Assistant—Chalet Apartments

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 Chalet Apartments site at 111 Joyner Dr., Apt. D-4 in Smyrna. Hours are in the late afternoon/early evening Monday through Thursday (from approximately 2:30-5:30 PM) with an additional 2 flexible hours on Fridays.

Primary responsibilities include conducting trauma-informed, literacy-focused, after-school and summer programming for groups of refugee youth who have been resettled in the Smyrna 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
- Strong written and verbal communications skills
- Ability to work well as a team and independently with minimal direction
- Ability to transport students in accordance with program safety requirements
- 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.