

## **JOB QUALIFICATIONS**

Education (Knowledge) bachelor's degree or equivalent. Experience - 1-3 years of experience working in community programs or in a cross-cultural setting.

Skills and Abilities:

Ability to act quickly in emergencies

Ability to work effectively with people (refugee) adults to follow instructions both oral and written.

Ability to work overtime.

Ability to maintain written files and words

Ability to communicate effectively both writing and verbally.

Ability to maintain order and discipline

Computer knowledge and competence

Have a full understanding of refugee's culture relate will to their problems and help solve them.

## **SKILL REQUIREMENTS:**

Fluency in spoken and written English

Knowledge of at least one of the major refugee languages spoken in San Diego

Experience in Job placement and clerical work

Own a car and have a valid California driver's license

Ability to work under pressure and meets deadlines.

Willingness to work in a multicultural environment and with personalities from different backgrounds and cultures

Ability to use Microsoft and Database

## **JOB DESCRIPTION**

The caseworker shall facilitate resettlement process for new refugees by helping them access the services needed for attainment of self-sufficiency.

S/he shall document and maintain proper records of all the services rendered to refugees under the Program.

**ADDITIONAL INFO**

Fluency in spoken and written English

Knowledge of at least one of the major refugee languages spoken in San Diego

Experience in Job placement and clerical work.

Own a car and have a valid California driver's license

Ability to work under pressure and meets deadlines. .

Willingness to work in a multicultural environment and with personalities from different backgrounds and cultures

Ability to use Microsoft and Database

Salary , benefits with successful completion of introductory period.

Schedule: Full time position

Open: Until filled

Languages preferred : Farsi or Swahili .