

IRIS's Co-Sponsorship Program Manager

Essential Job Functions

Critical functions

Co-Sponsorship Program Coordination

- Assess Co-Sponsorship Committees' (CSCs') self-assessments (with Community Liaison)
- Facilitate co-sponsorship training days and adjust/update training materials as needed
- Lead development of Co-Sponsorship Manual and other tools
- Lead development of online resources for CSCs in coordination with IT Coordinator
- As new arrival notices are received, discuss potential co-sponsorship placements with management team
- Communicate regularly with supervisors to ensure that programmatic issues are understood and addressed as needed

Case Management

- Conduct a pre-arrival meeting with the core members of the CSC to review requirements and expectations
- Coordinate with CSC lead to ensure that all pre-arrival preparations meet requirements (checklists are completed, travel arrangements made, apartment is ready, purchases are made, etc.)
- Conduct a home visit within 2 weeks of arrival to meet family, review intake information and conduct Employment Assessment
- Conduct a home visit around 45 days after arrival to ensure that progress is being made towards resettlement goals
- Conduct a home visit around 90 days after arrival to clarify and support transition from period of intensive services (R&P) towards self-sufficiency
- During the first 90 days, communicate at least weekly with each CSC lead to keep track of progress in all areas including employment, education, ESOL and health and ensure case notes and all other documentation are up to date
- Ensure that all required documentation is included in case file by the end of the R&P period
- Conduct a home visit around 180 days after arrival to ensure that transition towards self-sufficiency is progressing and that clients are looking ahead to decision-making after their first lease ends

Additional functions

Co-Sponsorship Program Coordination

- Help train other IRIS staff about co-sponsorship (as needed)
- Represent IRIS and the co-sponsorship program in various public forms

Case Management

- Provide continued Post R&P case management services to co-sponsored clients and co-sponsors as needed for up to 5 years after arrival, per ORR.