

Sample Resettlement Team Structure

Group Co-leaders: IRIS strongly recommends that each group have 2 co-leaders who:

- Ensure that all committees are established, fully staffed, and performing necessary duties
- Coordinate overlapping activities of the committees
- Serve as primary contacts with IRIS
- Check in regularly with the refugee family
- Ensure that all volunteers have done background checks through IRIS, done youth protection training, and IRIS co-sponsorship training

Administrative Contact Person

- Ensures that each committee does required documentation
- Collects required forms and submits them to IRIS

Fundraising Coordinator(s)

- Spearhead the effort to raise \$7,000-\$12,000, primarily for 3-6 months of rental assistance

Housing Committee

- Identify neighborhoods that are accessible to public transportation and other resources
- Navigate the rental market, to identify 2-4BR affordable apartments
- Identify landlords amenable to renting to a newly arriving refugee family
- Upon notification of family arrival date, negotiate a one-year lease and secure the apartment
- Connect utilities
- Help the family develop a working relationship with landlord & address any issues that arise

Apartment Set-Up Committee

- Collect required furniture & household items (based on IRIS checklist)
- Stock fridge & pantry with groceries and staples prior to family's arrival

Welcome Point Person(s)

- Meet family at designated arrival point (IRIS office in New Haven, JFK, or Newark airport)
- Obtain and bring appropriate clothing for the weather
- Arrange for an interpreter to accompany you to the arrival point & the family's apartment
- Arrange for preparation of a culturally appropriate hot meal for arrival day

Interpreter Point Person(s)

- Recruit interpreters who speak the most common languages among newly arriving refugees (currently, Swahili, Dari/Farsi, Pashto, Arabic); do not need to be professional interpreters
- Determine if interpreters will serve on a volunteer basis or receive compensation
- Schedule interpreters for important meetings/appointments (especially arrival, initial intake, employment and financial meetings)

Healthcare Committee

- Accompany each refugee to a Refugee Health Assessment (RHA) within 30 days of arrival (either at the Yale Refugee Clinic, or IRIS can help you identify RHA providers in your area)
- Identify primary care and mental health providers in area who are accepting new patients with HUSKY/Medicaid and who provide interpreters.
- Accompany refugees to first appointments with primary care providers and any specialists necessary for follow up
- Empower refugee adults to navigate the healthcare system and advocate for themselves as patients: make appointments, request interpreters with medical providers, take public transportation, or request rides when necessary
- Assist with urgent or emergency medical needs

Finance Committee

- Identify a non-profit entity to serve as a fiduciary for holding co-sponsorship funds
- Identify an entity within the group or affiliated with the group to co-sign the apartment lease
- Develop a co-sponsorship budget, including funds by raised co-sponsor & federal “Reception & Placement” funds for the family
- Oversee resettlement disbursements
- Help family access public assistance, primarily through CT Dept of Social Services (DSS): food stamps (SNAP), HUSKY (Medicaid), Temporary Family Assistance (TFA)
- identify & help family access local resources: e.g., food pantries, diaper banks, etc.
- Develop and coach family on household budget & managing resources (for rent, utilities, food, transportation, & other living expenses); help family develop a system for paying bills

Education Committee

- Learn the school registration process and school resources for English Language Learners before the family arrives
- Find free local ESOL classes for adults and help to arrange childcare (through Childcare Point Person) and/or early childhood education programs for toddlers
- Register kids for school and adults in ESOL classes
- Help families navigate public school bus pick-ups & drop-offs
- Act as liaison with public schools that children attend

Public Transportation & Community Orientation Point Person(s)

- Research & learn to navigate local public transportation before family arrives
- Teach family how to use public transportation (fares, payment, entering and exiting procedures) and how to navigate routes
- Show family members how to get to important locations: ESOL classes, health clinics, grocery stores, laundromat, post office, food pantries, public library, etc.

Ride Coordinator(s) (for initial appointments and needs that cannot be met by public transit)

- Identify a list of volunteer drivers willing to take refugees to initial appointments (Refugee Health Assessment, DSS, Social Security office, DMV, job interviews, Cultural Orientation at IRIS, & locations not accessible by public transportation)
- Collect copies of drivers' licenses and insurance cards for all volunteer drivers
- Reach out to volunteer drivers when family or another committee identifies a transportation need. Obtain driver and notify requester

Cultural Orientation Point Person(s)

- Ensure family attends the federally required orientation program at IRIS
- Teach the family the basics about living in the US: grocery shopping, clothes laundering, banking, etc.
- Teach family how to operate all mechanical aspects of their home including plumbing, electrical appliances and lights, security, maintenance expectations
- Discuss U.S. norms for hygiene and dress, especially as it relates to job interviews

Employment Committee

- Identify potential employment opportunities before the family arrives
- Ensure that all employable adults do an employment assessment and create a resume
- Assist with job searches, applications, and the interview process
- Once employed, offer support to foster job retention

Childcare Point Person(s)

- Research & help family access regular childcare resources (e.g., Care4Kids)
- Develop a list of volunteers who will provide childcare during adult appointments and in emergencies
- Schedule & coordinate childcare volunteers as needs arise