

Job Announcement  
Part-time Employment Outreach Specialist -- Hartford

IRIS (Integrated Refugee & Immigrant Services, Inc., [www.irisct.org](http://www.irisct.org)) is a dynamic refugee resettlement agency based in New Haven CT with an office in Hartford CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities.

IRIS has an opening for a part-time (20 hours/ week) Employment Outreach Specialist in our Hartford office.

**General Description**

The Employment Outreach Specialist (EOS) contributes to the effort to help refugees, asylees, and immigrants find gainful employment in the greater Hartford, CT area. The main responsibility of the EOS is to identify and pursue employment opportunities for IRIS clients.

**It is essential that the person hired for this position be vaccinated against COVID-19 and comfortable coming into contact with other people.**

We aim to fill the position as soon as possible.

**Essential Duties and Responsibilities include:**

Community Engagement & Outreach

- Build a network of employment contacts throughout the region (all sectors)
- Represent IRIS and IRIS employment at various events to spread information about ES and the advantages of hiring refugees
- Develop stronger relationships with state and local organizations and area civic organizations including Hartford Adult Education, the American Job Center, and local colleges and universities
- Invite business leaders to visit IRIS

Client Services

- Work with specific clients, as assigned by Employment Services Manager, to investigate tailored job opportunities and help targeted clients through the application process
- Strategize with team regarding best job matches for specific clients (drawing on information in our data fields as well as team knowledge of clients and employers)

Administrative Management

- Share information about new employment opportunities via the Job Wall spreadsheet and new employers on the Employers/Contacts spreadsheet
- Update various systems with case note and job report information
- Keep employer data documents updated
- Help clients develop a sense of urgency about getting a job.
- Advocate for specific clients and refugee employment in general with contacts in companies and organizations that hire throughout the region.

- Conduct outreach to potential MAP (Move Ahead Program) participants via various methods (email, phone, text, WhatsApp, in-person)
- Conduct intakes with potential MAP participants to assess current financial situation and motivation to participate in program activities
- Assist clients enrolled in MAP to establish career development plans and update/revise these plans every 6 months
- Coordinate with volunteer tutors (assign pairs. check in regularly to follow up on progress)
- Support clients with unemployment claims
- Support clients with workmen's compensation claims
- Keep up to date case notes for all clients.
- Update various systems with case note and job report information.
- Ensure all relevant documents are properly placed in case files.
- Keep employer data documents updated
- Keep client data documents updated
- Help prepare statistical information in varying ways for different reports that are required for specific grants and programs.

### **Requirements**

**Candidates must be vaccinated against COVID-19 and comfortable coming into contact with other people.**

Candidates must have:

- Ability to connect with employers and clients of diverse backgrounds, to establish a rapport of trust and partnership
- Ability to troubleshoot and problem solve, to juggle multiple commitments and shifting schedules, to effectively manage time and to make informed and effective decisions
- Ability to enforce boundaries, limits and IRIS policies
- Good oral and written communication skills in English
- Experience and comfort using basic computing and spreadsheet software (Word, Excel, Google Docs)
- A commitment to anti-racism and IRIS' mission

Ideal candidates will have:

- Experience working with refugees
- Experience working with interpreters
- Experience working in job placement programs
- Experience working in or participating in ESOL and/or skills training programs
- Ability to speak Arabic, Dari, Farsi, French, Swahili or Pashto

**Compensation:** \$21.45 / hour

**Benefits:** Vacation and sick leave

Eligible for 403b retirement plan after one year of service

**To apply,** send an email to [humanresources@irisct.org](mailto:humanresources@irisct.org) with the following:

- A subject line that says “EOS -- Hartford” and your name
- A cover letter
- An attached resume including three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled.