

Job Announcement

Ukrainian Program Employment Specialist – Full-time (hybrid or on-site)

IRIS (Integrated Refugee & Immigrant Services, Inc, www.irisct.org) is a dynamic refugee resettlement agency based in Connecticut, working in the New England Region and nationally, with a main office in New Haven and a satellite office in Hartford. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, enriching their new communities.

General Description

As an integral part of the Ukrainian Program Team, the Ukrainian Program Employment Specialist (UPES) works directly with Ukrainian Humanitarian Parole (UHP) newcomers, IRIS staff, and the communities around Connecticut that support the newcomers as they seek refuge in the U.S. The UPES contributes to the effort to help Ukrainian Humanitarian Parolees, and other immigrants find gainful employment and become self-sufficient. The UPES is a permanent full-time position focusing 25% of time on job development, and 75% on early employment services for new arrivals. The UPES works in concert with Case Management, Health & Wellness and Education staff to trouble-shoot obstacles to clients' employment. The UPES is part of a 3 - 4 staff member team providing direct services to the Ukrainian newcomers, coordinating and tracking service provision via internal referrals, as well as entering case data into the extendedReach database for UHP.

Employment Outreach Services

- Help develop and maintain relationships with business owners, directors and managers in human resources and direct management especially
- Collect and share information about new employers and job opportunities with ES team members
- Follow up with employers to check the status of applications and to further reiterate interest; provide updates if necessary
- Troubleshoot and provide support after a client has started working; contact the employer regularly to check in and make sure all is well
- Research job trainings and certification programs and develop relationships with services providers to facilitate access for program participants
- Identify scholarships and tuition reimbursement opportunities
- Participate in Wilson-Fish program meetings to ensure close collaboration with program partners

Early Employment Services

- Work with Employment Services Manager (ESM) to complete Employment Assessment process, insuring that all R&P arrivals are assessed within 10 days of arrival
- Within the same time frame a resume will be created that will include an overview, work history, education, skills, and three references
- Provide hands-on instruction for application completion (paper & on-line), arrange interviews, and assist during the interview process whenever possible
- Educate refugee clients as to what employers are looking for in terms of work ethic, attitude, and skills
- Establish short-term goals based on the needs and interests of the client, promoting early employment, self-sufficiency and client self-determination
- Individual case management is sometimes required for certain clients who have extra difficult challenges

Administrative Management

- Keep up to date case notes for all clients
- Update various systems with case note and job report information
- Insure all relevant documents are properly placed in case files
- Keep employer data documents updated
- Keep client data documents updated

Key Attributes

- Positive, solution-oriented personality and style
- Familiarity with applications to social services and DSS benefits
- Exceptional people skills, as well as customer service orientation
- Thrives in grassroots, start-up style organizational culture
- Commitment to maintaining confidentiality and exceptionally high quality standards
- Dedication to serving the immigrant community and to being a part of an anti-racist organization

Professional Requirements

- COVID-19 vaccination required
- Proficiency in Microsoft Office and Google Suite
- Fluency in spoken and written English and strong communication skills,
- Ability to handle multiple demands and shifting priorities in a fast-paced environment,
- Awareness and sensitivity to multicultural issues and a demonstrated commitment to the mission of IRIS,
- US driver's license, good driving record, and willingness to drive clients to appointments,
- Ability to occasionally work evenings
- Proficiency in or ability to learn and use various software platforms
- Proficiency in social media platforms (e.g. Facebook, Twitter, Instagram)

Education Requirements

- Minimum 3 - 5 years professional experience
- Relevant recruiting and/or job training experience
- Experience working in some capacity with immigrant communities preferred, but not required

Compensation: \$46,700 annually, full-time, salaried

Benefits: Health, dental, vision insurance. Life and disability insurance.

Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule Eligible for 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

To apply, send an email to humanresources@irisct.org with the following (please no phone calls): Subject line of "Ukrainian Program Employment Specialist" A cover letter and resume. Applications will be reviewed in the order they are received and until the position is filled.