



**JOB TITLE**                    **Program Specialist**

**PROGRAM**                    **Refugee Educational Services, School Impact Program**

### **JOB SUMMARY**

The purpose of the School Impact Program is to help refugee families integrate into the U.S. Public School System. The Program Specialist serves in a variety of roles supporting the School Impact Program. The Program Specialist performs training, outreach and advocacy, direct client services, analysis of program services and client needs, and may supervise volunteers.

### **REQUIREMENTS**

- Cultivates and maintains relationships with public schools in Tarrant County where refugees attend.
- Researches and analyzes client population trends and emerging needs.
- Creates and makes presentations to school district personnel including refugee background information, and the ways educators can meet the needs of their refugee students and families.
- Conducts parent education workshops for refugee parents.
- Serves as a liaison between refugee families and school districts.
- Refers clients to community resources and other organizations.
- Assists refugee families with crises in order to remove barriers that interfere with academic and social improvement in school.
- Delivers services and support that reflect the unique cultural values of each client.
- Advocates for clients with service providers or other agencies, and in the community.
- Complete all necessary documentation to ensure compliance with funding requirements, licensing requirements, COA standards, and agency quality assurance standards.

### **QUALIFICATIONS**

1. Bachelor's degree in Education, Social Work or related field and one year experience in social services or a combination of education and experience.
2. Familiarity with refugee populations and their needs.
3. Familiarity with the U.S. public school system.
4. Must have good computer skills. Must be able to type and know how to use Microsoft Word, Excel, PowerPoint, and Outlook.

5. Must be willing to drive agency vehicles as well as personal vehicle for job purposes.
6. Must have reliable transportation, a current Texas driver's license, and evidence of auto liability insurance.

### **WORK HOURS AND LOCATION**

Regular office hours are 8:00 AM to 5:00 PM Monday through Friday. Some evenings and weekends may be occasionally required. Office location is the address below on Thornhill Drive.

### **TO APPLY**

Interested persons should fax or email a cover letter, resume, & salary requirements to:  
Catholic Charities Fort Worth

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: [ccresume@ccdofw.org](mailto:ccresume@ccdofw.org)

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.

Date Posted: January 31, 2012

Remove Posting: Open until filled