

Lutheran Social Services

Position Description



Division/Department: Refugee Services

Job Title: Pathway Builder

Reports to (Title): Employment Program Manager

Job Code:

FLSA Status: Non-Exempt

Manager (with direct reports)?		Yes	X		No
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Location: Jacksonville

SUMMARY

The New American Cities Program aims to create an inclusive community that welcome refugees, not only to offer protection, but also to embrace their potential contributions and long-term economic integration. New American Cities' public and private systems will celebrate the strength and potential of refugees. Above all, New American Cities will provide refugees with the hope that they came looking for when they first entered the US.

Our Solution includes: 1. Individualized career navigation services for refugees. 2. Connections to pathway builders, who forge relationships between refugees and employers, expose training opportunities, and aim to address systemic barriers to advancement. 3. Coalitions and champions to challenge negative narratives about refugees and create opportunities for social connections at the workplace and in neighborhoods.

The Pathway Builder will work to ensure that refugees can equitably access the resources from mainstream employment programs and build coalitions of support in the community. The Pathway Builder will work diligently to break down barriers and build relationships with local workforce development agency, employers, and community colleges to ensure refugees have equitable access to training and advancement opportunities. The Pathway Builder will also work to identify, train, and convene of coalitions of champions that will work to shift negative narratives about refugees and promote inclusive communities.

Employment is contingent upon grant funding.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform a landscape analysis to identify 1) career paths with tangible, transparent opportunities for salary and skills growth 2) training, including bridge programs and funding 3) the barriers for refugees in accessing those opportunities.
- Establish and maintain working relationships with employers
- Seek and advocate for enhancement of refugee employment opportunities
- Identify opportunities for career advancement for refugees and ensure that the training participants are completing matches the skills needed to fill workforce gaps
- Conduct trainings and/or support events to promote workplace inclusivity
- Work with institutions that offer & fund trainings to train staff on how to work with refugees and ensure refugees access vocational training opportunities.
- Identify potential champions within workplaces and neighborhoods (faith leaders, neighborhood associations and community leaders) and train champions as facilitators of inclusion and narrative change.

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- Work with champions to plan and implement connection events that promote inclusivity
- Maintain records documenting partnerships forged and trainings conducted
- Work with LIRS and academic partner to conduct a robust evaluation
- Conduct outreach and recruitment to enroll at least 50 refugee participants in the program each year
- Coordinate activities, experiences, and workshops around career fields of interest such as career days, panels, and job shadowing
- Connect participants with a mentor with experience in the field of the career goal. Provide support and guidance for mentors.
- Connect participants to ESL, GED, digital literacy or other relevant trainings needed for participants to achieve career advancement or to be eligible for a certification program
- Facilitate workshops to train refugees on the soft skills needed for career advancement
- Connect participants in relevant certification programs needed for upskilling
- Refer participants to mainstream workforce development to access training and resources.
- Support refugees in finding the “next” job- ideally in the field of the career goal or in a role that is developing skills that contribute to the career goal.
- Work closely with the Pathways builders to ensure that each refugee participant will receive appropriate services.
- Other duties as assigned

WORK EXPERIENCE & JOB-RELATED SKILLS (Required/Preferred)

- Ability to market refugees and immigrants as potential employees and agency services to businesses.
- Past experience in job development and coalition building preferred, preferably in Jacksonville
- Ability to build and maintain relationships and partnerships with diverse stakeholders
- Ability to make and maintain a connection with one stop career centers in Jacksonville
- Ability to read, analyze and interpret general business and technical documents or instructions related to employment programs and businesses.
- Ability to contribute to reporting with accurate data about employer connections and workforce center partnerships.
- Ability to facilitate trainings and workshops with workforce staff, employers, and champions
- Cross cultural sensitivity and knowledge with the ability and desire to work with people of other cultures.
- Ability to track and report data regularly
- Functional fluency in one or more foreign languages preferred.

EDUCATION, CERTIFICATION, LICENSURE (Required/Preferred)

Preferred

Bachelor’s Degree or higher

Required

Valid Driver’s License and a safe driving record

REQUIRED JOB COMPETENCIES (Behaviors for Effective Job Performance)

- Organizational and problem-solving skills
 - Knowledge of school systems preferred /Extended Community network helpful
 - Relationships
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- Developing others
- Teamwork/Inclusion
- Accuracy/Quality Results
- Coordination/Collaboration
- Flexibility
- Decision Making
- Communication

WORK ENVIRONMENT/PHYSICAL DEMANDS	
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
Activity: (If more than 2+ hours per day)	<input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input type="checkbox"/> mobility <input type="checkbox"/> climbing <input type="checkbox"/> balancing <input type="checkbox"/> writing <input type="checkbox"/> crawling <input type="checkbox"/> squatting <input type="checkbox"/> bending <input checked="" type="checkbox"/> filing <input type="checkbox"/> twisting
Lifting to include:	<input type="checkbox"/> up to 10 lbs. <input checked="" type="checkbox"/> 11-25 lbs. <input type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> Over 75 lbs. <input type="checkbox"/> pushing <input type="checkbox"/> pulling <input checked="" type="checkbox"/> carrying
Environmental Conditions:	<input type="checkbox"/> cold <input type="checkbox"/> heat <input type="checkbox"/> wet and/or humid <input type="checkbox"/> noisy <input type="checkbox"/> vibration <input type="checkbox"/> fumes <input type="checkbox"/> dust <input type="checkbox"/> odors <input type="checkbox"/> mists
Sensory:	<input checked="" type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input checked="" type="checkbox"/> talking <input type="checkbox"/> tasting/smelling <input checked="" type="checkbox"/> reading distance 1-5ft. <input type="checkbox"/> reading distance 10-30ft.
Driving:	<input type="checkbox"/> incidental driver <input checked="" type="checkbox"/> regular driver
Keying:	<input type="checkbox"/> Occasionally (2-3 hours week) <input type="checkbox"/> Frequently (2-3 hours day) <input checked="" type="checkbox"/> Continuously (4+ hours day)
Safety:	lists specifics: Willing to use private vehicle to safely transport clients

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Lutheran Social Services is an Equal Opportunity Employer