

## Job Description



**Job Title:** ELL Navigator  
**Country/Program/Office/Department:** US Programs/San Diego/CFO  
**Location:** San Diego, CA USA  
**Salary Band:** Functional Support 8B2H  
**Schedule / Duration:** Full Time  
**Overtime Eligible:** Yes (non-exempt)

SV 5/17

### **IRC Summary:**

The mission of the International Rescue Committee (IRC) is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. Founded in 1933, the IRC has 26 offices in the United States and a presence in over 40 countries.

The IRC's Center for Financial Opportunity (CFO) helps newly arrived refugees and other low-income individuals reach self-sufficiency by finding entry-level employment and progress to living wage jobs, learn basic financial management skills and build assets, and start small businesses. The Center then helps families move sustainably out of poverty by offering high-quality, culturally-and linguistically accessible, integrated economic empowerment services.

### **Job Overview:**

Under the supervision and direction of the Youth and Career Development Program Supervisor, the ELL Navigator will provide comprehensive career development services to clients to help them advance in the workplace.

### **Major Responsibilities:**

- Conduct pre-enrollment assessments with clients, create career development plans detailing a client's long-term career goals and a step-by-step plan for its achievement, and provide ongoing case management
- Outreach to the community, including in-reach to the 8,000+ ELL clients accessing services at IRC and the 3,500 students in GUHSD Title II classes;
- In-language pre-AJCC case management to prepare the ELL adult for the AJCC experience;
- Supporting the client in gathering requisite documents such as work authorizations, transcripts, test scores, diplomas, certificates, and short-term training funds;
- Screening for and enrollment in Title I services;
- Assessing and connecting the client to supportive services;
- Maintain accurate and up-to-date case files documenting client goals, activities, and services
- Document services provided and client outcomes in a case management databases
- Provide one-on-one assistance to help clients prepare their resumes, look for appropriate job opportunities, and practice interview skills. Develop and locate appropriate employment opportunities for clients
- Provide classroom instruction in advanced work readiness training and develop and refine curriculum in collaboration with agency staff
- Assist in the planning and coordination of educational presentations and client orientations
- Identify and engage local agencies for participant referrals and conduct regular outreach to educational providers to secure training classes for participants

*IRC - leading the way from harm to home.*

**IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.**

Please apply at <http://www.rescue.org/careers>

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- Conduct primary outreach for client enrollment into Career Development programming
- Conduct financial assessments for clients and assist in securing financial aid and funding for education programs
- Work closely with IRC employment specialists, case managers, and financial education staff members to integrate career development activities within existing services
- Support the program manager in tracking quantifiable measurements to assess project effectiveness
- May be required to drive clients on IRC-related activities
- Other related duties as assigned

**Key Working Relationships:**

**Position Reports to:** Youth and Career Development Program Supervisor

**Position Directly Supervises:** N/A

**Job Requirements:**

**Education:** Bachelor's degree in a related field; or equivalent years of related work experience

**Work Experience:**

- At least two years (in addition to the above) of related professional experience
- Experience in a non-profit setting & prior experience working in employment services a plus
- Experience working in a diverse, and non-traditional setting with diverse client base

**Demonstrated Skills and Competencies:**

- Grant-writing, program coordination and record-keeping experience preferred
- Strong written and verbal communication skills, including the ability to make presentations
- Computer literacy required; particularly knowledge of MS Office applications

**Language Skills:**

- Strong written, verbal, computer and interpersonal communication skills are essential
- Arabic language skills required –Spanish or Farsi language skills a plus

**Working Environment:**

- Professional IRC office environment
- Valid Driver's License, active and sufficient insurance and reliable transportation

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