

FIRST90

BUILDING A NEW LIFE

Match Grant Employment Coordinator

WHO WE ARE

First90 is a 501(c)(3) faith-based refugee resettlement agency and an Affiliate Partner of [World Relief](#). World Relief is a global Christian humanitarian organization who has been empowering the local church for over 75 years to serve the most vulnerable. As an Affiliate Partner, First90 will resettle newly arriving refugees in Jacksonville through World Relief and help them to begin a new life in the community.

First90 is also the sister organization to [Beyond90](#), a humanitarian nonprofit that bridges the gap to self-sufficiency by providing ongoing support services after the initial resettlement case closes at 90 days. The two organizations together provide a seamless transition and continuum of care so refugees can rebuild new lives in our community.

POSITION SUMMARY

The Match Grant Employment Coordinator will assist refugee clients to prepare for, secure, and retain employment that will make self-sufficiency possible, fulfilling the Match Grant program requirements in close collaboration with other employment and caseworker staff at First90.

RESPONSIBILITIES

- Build relationships with area employers and staffing agencies to employ refugee clients
- Provide direct case management and employment services to vulnerable refugees
- Enroll clients into the Matching Grant program by conducting new client intakes
- Provide an assessment of client's skills and experience and develop service plans with reasonable employment goals and strategies that will lead to early employment
- Lead job readiness workshops to teach clients about US workplace practices and employment-related topics
- Provide job counseling and assist clients in developing effective job applications, resumes, and interview techniques
- Willing to use personal vehicle to assist with transportation to job interviews
- Ensure security of full-time employment and offer transportation solutions of clients within first 8 months of arrival into the US
- Counseling clients about benefits of early employment
- Follow up with clients and employers after job placement to address areas of concern and ensure continued employment
- Document activities and services through timely case notes
- Represent First90 to area employers as a desirable source of workers, acting as liaison between employer and client to ensure good employer relationships
- When appropriate, refer clients to other resources including childcare providers, DMV, medical care, job training, transportation information, and other sources and services that will remove identified barriers to employment
- Ensure enrollment in ESL courses when applicable and monitor attendance to increase employability
- Assist clients with appointments, financial literacy, and goal-oriented individualized service plans
- Maintain and complete detailed and accurate records of client files, case notes, and reporting records and submit monthly program reports

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills
- Ability to solve practical problems
- Ability to deal with complex and diverse individual and family situations
- Organizational skills with attention to detail
- Reliable transportation, insurance coverage, and valid driver's license
- Ability to log activities, complete reports, and compose case notes
- Demonstrated understanding of case management processes; extremely detail-oriented, excellent time management skills
- **Bilingual preferred (Arabic, Swahili, Dari, Farsi, Pashto, Ukrainian, Haitian Creole, Burmese or Tigrinya)**
- Previous case management experience preferred
- Skill and sensitivity working with people from various backgrounds and beliefs
- Ability to work with minimum supervision and resolve problems/issues promptly and effectively
- Ability to work well on a team in a synergistic work environment, a flexible and motivated team player
- Ability to prioritize, multi-task, and organize in a fast-paced and fluid environment

REQUIREMENTS

- Mature and personal Christian faith
- Committed to the mission, vision, and values of the First90
- Desire to serve and empower the Church to impact vulnerable communities
- High School Diploma
- 2 years' relevant experience
- Experience in social service setting assisting people in need
- Prior multicultural experience
- Computer Literate with proficiency in MS Office (Excel and Word) and internet applications required
- A heart for service to vulnerable people
- Valid driver's license, and ability to pass a background check and motor vehicle records check
- Possible need to work a flexible schedule including occasional early mornings, evenings, and/or weekends as needed

Job Type: Full-time

Salary: \$18.00 per hour

Expected hours: 35 – 40 per week

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

To apply, email a resume and cover letter to careers@first90.org.

For First90 staff, a strong commitment to the mission, vision, and values of First90 is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

Legal Background in the United States

First90 is both an equal opportunity employer and a faith-based religious organization. First90 strictly prohibits and does not tolerate unlawful discrimination against employees on the basis of person's race, color, sex, national origin, age, disability, genetic information, or any other characteristic protected under applicable federal, state, or local law, which does not conflict with the protections afforded First90 as a faith-based employer.

In addition, physical or mental limitations will not be a factor in the application of First90's employment policies or employee practices, except for those situations in which occupational requirements make consideration of such factors necessary.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a)) First90 has the right to, and does, hire only candidates who agree with First90's Statement of Faith.