Resettlement Program Supervisor - Amarillo

Job Details

Job Location
USA-TX-Amarillo
Travel Percentage
Local travel using own vehicle
Position Type
Full Time
Job Shift
Day
Job Category
Nonprofit - Social Services

Description

General Supervision:

- Provide effective supervision and oversight of all resettlement and match grant services and activities for the office.
- Ensure quality and timely services to all clients.
- Provide direct supervision of staff members. Provide appropriate training, coaching and development of staff. Conduct annual performance evaluations
- Oversee community volunteers, interns, and maintain positive and professional relations with local service providers.

Financial Management:

- Supervise the distribution of client funds and the tracking of all financial transactions related to USRP and MG.
- Generate and ensure the timely submission of check requests for client funds.
- Ensure the financial requirements of the match grant program by generating local cash and in-kind resources.

Program Management:

- Confirm co-sponsorship and coordinate arrival information with Area Director.
- Ensure provision of comprehensive orientation as outlined in the R & P Cooperative Agreement, MG guidelines and other Federal, State and local contacts. Ensure clients are linked with the appropriate social service, employment, educational, health care and transitional income providers in a timely manner; ensure provision of specialized services as needed.
- Ensure case files are maintained and conform to all contract requirements and reflect contact with clients and program activity in a timely manner. Conduct both regular and random case file reviews.
• Comply with all policies and protocols of the agency. Participate in program meetings and staff development activities.
• Other duties as assigned

Education:

• Graduate of an accredited 4 year college or university preferred
• A comparable amount of training and experience may be substituted for degree

Experience:

• Background in social services setting preferred
• Previous supervisory experience 1-3 years required
• Experience working with diverse populations and refugee social services programs preferred
• Experience and education may be substituted for one another.

Knowledge/Skills:

• High English language proficiency and excellent communication skills both verbal and written required
• Computer proficient including Microsoft Office applications (Word, Excel and Outlook) required
• Fluency in an additional language spoken by the client base preferred

Licenses/Certifications:

Valid Texas driver’s license and minimum mandatory Texas automobile insurance coverage; Must have a car for daily local travel

This position is exempt.

**Qualifications**

Education:

• Graduate of an accredited 4 year college or university preferred
• A comparable amount of training and experience may be substituted for degree

Experience:

• Background in social services setting preferred
• Previous supervisory experience 1-3 years required
• Experience working with diverse populations and refugee social services programs preferred
• Experience and education may be substituted for one another.
Knowledge/Skills:

- High English language proficiency and excellent communication skills both verbal and written required
- Computer proficient including Microsoft Office applications (Word, Excel and Outlook) required
- Fluency in an additional language spoken by the client base preferred

Licenses/Certifications:

Valid Texas driver’s license and minimum mandatory Texas automobile insurance coverage; Must have a car for daily local travel

This position is exempt.