

JOB DESCRIPTION

POSITION TITLE: Assistant Regional Director – Refugee Resettlement

DEPARTMENT: Catholic Charities

REPORTS TO: Charlotte Regional Director

FLSA: Exempt

POSITION SUMMARY: Manages the Refugee Resettlement Program; directs the delivery of programs and services and implementation of community outreach of Refugee services in keeping with the mission of Catholic Charities; interprets and implements Agency policy in the provision of programs and services.

ESSENTIAL FUNCTIONS:

1. Directs the provision of Refugee services and programs; identifies needs, and plans, organizes, and coordinates Refugee Resettlement program services and administrative activities; ensures that activities are conducted in accordance with established policies, procedures, professional standards and contractual requirements, and the mission of Catholic Charities.
2. Prepares and administers the Refugee Resettlement Program budget; ensures that expenditures are consistent with established budgetary goals and constraints.
3. Represents the Refugee program in the Diocese of Charlotte and provides liaison to the public, federal, state, other local agencies and Diocesan groups in matters relating to Refugee services; maintains current knowledge of refugee-related issues; communicates Refugee program policies and services; advises and provides advocacy; directs the development of volunteer resources; participates, or directs staff, in association with local committees, boards, and professional organizations.
4. Directs or participates in the development of financial resources, and the promotion of program services and programs; directs or participates in the development of newsletters, brochures, and local publicity; plans and conducts diocesan conferences, events, and workshops.
5. Participates in the evaluation of Agency services and in strategic planning toward the accomplishment of the Agency mission; participates in the planning and execution of the Agency's Quality Improvement System and supports Agency compliance with accreditation standards.
6. Participates in the selection of program staff; supervises program staff; plans and organizes work; develops and establishes work methods and standards; conducts and/or participates in staff training and development; reviews and evaluates employee performance.

OTHER RESPONSIBILITIES:

1. Participates in staff meetings, staff training and development activities as directed.
2. Performs other duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's degree in a relevant human services field, and a minimum of three years supervisory experience in a social services setting; or an equivalent combination of education, training and experience.
2. Skill to: direct the operations of a refugee resettlement office; develop and administer services, including writing grant applications and the administration of grant-funded services; develop, or participate in the development of resources; organize and conduct adult education conferences and events; execute responsibilities in keeping with established policies, standards, legal and contractual requirements; promote Agency programs and provide public relations; participate in the planning and evaluation of Agency programs and services; prepare and administer budgets; prepare reports and make presentations; establish and maintain effective working relationships; supervise assigned staff.

WORKING ENVIRONMENT: Responsibilities of the Assistant Regional Director – Refugee Resettlement involve travel, and work beyond the regularly scheduled workday.

Effective: 1/25/2022