



JOB ANNOUNCEMENT

TITLE: Refugee Advocate

ACCOUNTABILITY: Senior Program Manager

SUPERVISORY: Behavioral Health Navigators, Assigned Interns and Volunteers

A. FUNCTION

Nile Sisters Development Initiative (NSDI), a non-profit public charitable organization is seeking a full-time Refugee Advocate. Reporting to the Senior Program Manager, the incumbent will be responsible for behavioral health outreach and education activities and direct service.

B. DUTIES and RESPONSIBILITIES (Below functions are not exhaustive and may be altered by Leadership to the extent it aligns with the position.)

1. Conduct outreach to, orient, and enroll participants in programs.
2. Plan and implement interactive events to raise awareness of prevalent issues within the refugee and immigrant communities.
3. Provide culturally proficient services/case management to program participants (attend to diverse needs including but not limited to language needs, etc.)
4. Conduct needs and assets assessments with stakeholders, as well as landscape analysis.
5. Maintain accurate and complete records of important documents and data.
6. Develop and disseminate mission moment stories, issue briefs, literature reviews, and proposals on health programs.
7. Coordinate meetings with key stakeholders to disseminate program findings and reports to inform decision-making.
8. Support the leadership team with the maintenance of existing and prospective partners.
9. Communicate effectively to support and grow operating programs.
10. Promote programs through various outlets, including presentations, etc.
11. Perform other duties as assigned by the Senior Program Manager.

C. REQUIREMENTS OF QUALIFIED CANDIDATES

1. Willingness to support and promote NSDI mission and vision.
2. Degree from an accredited college or university; and training related to behavioral health, public health, or social work. Master's degree in public health or related field preferred.
3. Minimum three (3) years of experience in providing direct services and case management to diverse populations.
4. Ability to collect and interpret quantitative and qualitative data and prepare reports.
5. Effective oral and written communication skills.
6. Ability to function independently and to work effectively and in a collegial manner with co-workers, and decision-makers.
7. Ability to relate to the public and governmental agencies in a pleasant, patient, and professional manner.
8. Must be a motivated self-starter able to work effectively with limited supervision.
9. Well organized, dependable, flexible, and resourceful.
10. Ability to handle multiple projects simultaneously and meet tight deadlines.

11. Ability to provide excellent customer service and problem-solving.
12. Ability to work well through formal and informal structures within the organization.
13. Possess a high level of productivity and innovative thinking for projects.
14. Excellent organizational skills including monitoring of details.
15. Adhere to confidentiality mandates and professional conduct.
16. Flexible and able to retain new skills quickly and accurately.
17. Ability to present information to public groups effectively.
18. Possess advanced software skills (Microsoft Office Suite, Google Office, new communications technologies, as well as general understanding of database and reporting systems.)
19. Advanced knowledge of nonprofit organizational structure and practices.
20. Must have a valid California Driver's License, automobile insurance, and reliable personal vehicle and be willing to use it on the job.
21. Answer multi-line telephone system, determine caller's needs and provide appropriate services.
22. Must be punctual, with solid time-management skills.

D. WORKING CONDITIONS, JOB SETTING, and COMPENSATION

1. Full-time – 40 hours/week.
2. Work will be performed in community settings and NSDI headquarters, in an office setting and requires the use of electronic equipment including computer, telephone, etc.
3. Flexibility in schedule, including scheduled weekends, when necessary.
4. Position includes domestic travel to meet with partners and stakeholders.
5. Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, repeated bending, lifting and carrying up to 20 lbs, reaching.
6. NSDI promotes a safe and healthy work environment and provides appropriate safety training for all personnel as required.
7. Paid vacation and holidays; room to advance in the organization.
8. Hourly wage is commensurate with experience and educational background; between \$22.00 - \$24.00 per hour.

NSDI values inclusion and diversity, and is committed to equal employment opportunities. We comply with all applicable laws prohibiting discrimination and harassment against any applicant or employee.

TO APPLY: Download and complete NSDI Employment Application form. Submit Employment Application, a cover letter, résumé, and three professional references via email to careers@nilesisters.org. Include "Refugee Advocate" in the subject line of the email. The position will remain open until filled. Please, no phone calls.