



Refugee Resettlement Caseworker

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

The **Refugee Resettlement Caseworker** is responsible for assisting the Refugee Resettlement Manager with caseloads in accordance with the up-to-date 'Reception & Placement basic terms of the Cooperative Agreement' between the Government of the United States of America and the United States Conference of Catholic Bishops (USCCB). The Refugee Resettlement Caseworker must possess a strong desire to serve the refugee population and be dedicated to assisting them towards self-sufficiency and financial independence through trustworthy and high-quality resettlement services.

The Refugee Resettlement Coordinator will provide the following services to refugee clients (including but not limited to):

- Basic needs support for each case
- Receiving families at the airport, securing housing and coordinating move-ins
- Translations, both written and oral
- Assist with Cultural Orientation sessions
- Intake interviews, orientations, home visits, provide transportation to set appointments
- Attend trainings, keep accurate records of training history and remain up to date on Reception & Placement basic terms of the Cooperative Agreement. Including case notes, file preparation and maintenance
- Other duties as assigned

SKILLS REQUIRED

- Bachelor's degree or equivalent experience
- Pashto/Dari/English (speak/read/write) - mandatory
- Ability to communicate in a courteous and professional manner, capacity to prioritize and manage multiple projects to meet deadlines and strong organizational skills and detail-oriented
- Ability to work late evening and nights
- Knowledge of local community service agencies and Microsoft Office programs

POSITION DETAILS

- Full Time, non-exempt position (primarily visiting clients homes, providing transportation and, in an office setting). Variable hours - Monday through Friday; may include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (Found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**