



## **RefugeeRISE AmeriCorps Employment Services Assistant**

Join CMC's team as a RefugeeRISE AmeriCorps member and support refugees and immigrants as they build the skills needed to achieve their employment goals. The Employment Services Assistant will work directly with clients as they go through employment orientation and build the skills needed for success in the workplace. This position will collaborate with staff and volunteers to provide support to clients as they establish stability in their lives through employment.

- Train & manage volunteer job coaches (including managing schedule for job coaching appts)
- Lead Job Club and make referrals from Employment Services Clients into Job Club
- Lead job orientations with new hires, assisting with interviews and other appointments potential employees have as they are going through the hiring and onboarding process
- Support Employment Services Coordinator, other tasks as needed
- Assist with scheduled appointments
- Create, execute and document case management strategy for following up with new clients until they have met self-sufficiency goals
- Create needed reports and retain employment service clients record files in Salesforce
- Make referrals from Employment clients to ABE's Workplace ESL ongoing class
- Swahili and French language skills preferred