

## CATHOLIC CHARITIES OF TENNESSEE, INC.

### POSITION ANNOUNCEMENT

#### Refugee Benefits Eligibility Specialist

Catholic Charities has an open position for a Refugee Benefits Eligibility Specialist in the Tennessee Office for Refugees (TOR) department. This is a full-time position located at 2806 McGavock Pike, Nashville, TN 37214. Office hours are Monday through Friday, 8:00 a.m. until 4:30 p.m.

Primary function of this position is providing administrative support within the TOR department and to subgrantees to facilitate refugees' access to benefits and services. Refugee Benefits Eligibility Specialist responds to inquiries from subgrantees regarding client eligibility, reviews and verifies submitted data, prepares authorization for program payrolls, compiles and creates reports for TOR, subgrantees, and stakeholders, and ensures compliance with all requirements outlined by the Office of Refugee Resettlement (ORR). Refugee Benefits Eligibility Specialist will promote coordination and planning among refugee service providers and assist in the creation of data collection and reporting systems.

#### Education/Experience

- Bachelor's degree preferred, or at least four years of relevant work experience.
- Experience working with public health benefits.

#### Other Skills or Requirements

- Proficiency in Microsoft Office applications and internet search engines.
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to handle confidential information with extreme professionalism
- Attention to detail and adherence to deadlines
- Ability to plan and organize work
- Ability to follow tasks through to completion
- Effective interpersonal skills
- Strong written and verbal communication skills
- Ability to work well with a team and independently with minimal direction
- Adherence to established policies and procedures and ability to interpret them for others

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.

POSTING DATE: February 24, 2021

DATE AVAILABLE: March 1, 2021