

**CATHOLIC CHARITIES OF TENNESSEE, INC.**  
**POSITION ANNOUNCEMENT**

**Refugee Benefits Specialist**

Catholic Charities is seeking candidates for the position of Refugee Benefits Specialist in the Refugee and Immigration Services department. This is a full-time position located 2806 McGavock Pike, Nashville, Tennessee. Hours are Monday through Friday, 8:00 a.m. until 4:30 p.m. with some flexibility required.

The Refugee Benefits Specialist will provide information and assistance to refugees, asylees, entrants and foreign-born human trafficking victims for enrollment in the Tennessee Department of Human Services (DHS) benefits for which they are eligible; conduct community outreach among the immigrant communities to promote awareness of State benefits and eligibility requirements; create and provide training and assistance to DHS employees regarding these immigrant populations and their eligibility for benefits; and serve as the main point of contact for DHS and eligible clients for assistance, enrollment/re-enrollment, and problem-solving in regards to DHS benefits.

**Education/Experience:**

- Bachelor's degree in social work or related field preferred or five years of relevant work experience.
- Experience working across cultures.
- Experience presenting to small and large groups preferred.

**Other Skills or Requirements:**

- Valid driver's license and clean driving record.
- Bilingual in common refugee language preferred.
- Knowledge/experience with benefit programs/social service programs for residents of Nashville and surrounding counties.
- Experience in presenting to formal and informal groups, including professional community partners.
- Knowledge of human behavior and an ability to adapt and use various methods while meeting the needs of newcomers.
- Ability to facilitate intercultural communication and to create an environment where differences are respected.
- Ability to exercise good judgment, curtesy, 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 as a team and independently with minimal direction.
- Ability to go up and down steps and to lift up to 20 lbs.
- Proficient in Microsoft Office applications.

Competitive salary based upon qualifications. Please email resume and cover letter with salary history.

**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: March 8, 2021

DATE AVAILABLE: March 15, 2021