



Refugee and Immigration Services Safe Release Specialist JOB POSTING

Program Specialist

Catholic Charities has an opening for the position of Program Specialist within the Safe Release Program in the Refugee and Immigration Services Department. This position is full-time and based at the Catholic Pastoral Center at 2806 McGavock Pike, Nashville, TN 37214. Hours total 37.5 per week and include evenings, until 8:00 pm, and daytime hours on weekends.

The primary function of this position is to perform digital fingerprint scanning for family members seeking custody of migrant minors in temporary care. Daily activities include helping family sponsors complete paperwork necessary for fingerprinting, conducting fingerprint scans, ensuring accurate transmission of documents electronically, and maintaining electronic files for all cases. The Program Specialist is also responsible for handling walk-in sponsors in accordance with the fingerprint calendar.

Minimum Qualifications:

- High School Diploma or Equivalent and two years general office experience including typing and/or keypunching data into a computer and monitoring data in paper and electronic format; Any equivalent combination of training and experience may be considered.
- General computer skills: ability to sort and file documents alphabetically and numerically.
- Must read, write, and speak **English and Spanish** fluently.

Other Skills or Requirements:

- Ability to facilitate intercultural communication and to create an environment where differences are respected.
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff.
- Ability to handle confidential information with extreme professionalism.
- Must be accurate, detail oriented and organized.
- Ability to follow tasks through to completion.
- Ability to prioritize tasks.
- Effective interpersonal skills.
- Strong written and verbal communications skills.
- Ability to work well as a team and independently with minimal direction.
- Must possess superior listening skills and be patient.
- Specific vision abilities required by the job include close vision and the ability to adjust focus.
- Must be able to work some evenings and weekends.

Competitive salary with excellent benefits package. Please e-mail resume to: Kellye Branson, Department Director, at kbranson@cctenn.org.

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.