



Resource Specialist

Catholic Charities has an opening for the position of Resource Specialist in its Refugee and Immigration Services Department. This position is full-time and located at the Catholic Pastoral Center at 2806 McGavock Pike, Nashville, TN 37214. Hours are generally 8:00 a.m. and 4:30 p.m. Monday through Friday but some flexibility may be required outside of these hours.

The primary functions of this position are to coordinate services in establishing housing for newly arriving refugees with a primary focus on maintaining relationships with apartment complex management/owners; completing rent and utility applications; scheduling, picking up and delivering furniture donations; ensuring that housing is in good condition and meets health and safety requirements and; assuring that all required household goods are provided to clients according to funder guidelines; organizing and maintaining a donation warehouse; and maintaining complete documentation of goods received and provided, including database and client file entry.

Education/Experience:

- High school diploma
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to handle confidential information with extreme professionalism
- Ability to plan and organize work and to work well under pressure
- Ability to follow tasks through to completion
- Effective interpersonal skills including emotional intelligence, reliability, positivity, negotiation, empathy, and openness to feedback
- Strong written and verbal communications skills
- Computer proficiency in Word and Excel; ability to learn databases
- Ability to work well as a team and independently with minimal direction
- Attention to detail
- Valid driver's license and reliable transportation required
- Ability to drive a large box truck
- Ability to create an environment where differences are respected

Competitive salary with excellent benefits package. Please e-mail resume to: Debbie Kincheloe at dkincheloe@cctenn.org or fax to 615-259-2851

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.