



Refugee Case Assistance Specialist Job Posting

Catholic Charities has an open position for a Refugee Cash Assistance 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 Refugee Cash Assistance (RCA) benefits and related services. The RCA Specialist responds to inquiries from subgrantees regarding client eligibility; reviews, verifies, and retains submitted data; prepares authorization for program payrolls and documents payments; compiles and creates reports for TOR, subgrantees, and stakeholders; disseminates client benefit information to clients and other stakeholders; and ensures compliance with all requirements outlined by the Office of Refugee Resettlement (ORR). The RCA Specialist will promote coordination and planning among refugee service providers and assist in the creation of data collection and reporting systems.

Education/Experience

- High school diploma and at least four years of relevant work experience.
- Experience working in a public benefits office helpful.

Other Skills or Requirements

- Proficiency in Microsoft Office applications, internet research, and comfort in working with computer systems
- 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

Competitive salary based on experience and qualifications. Please email resume with cover letter to tbohannon@cctenn.org.

Catholic Charities, Diocese of Nashville 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.