

<b>Job Title</b>	Job Developer
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston- Houston
<b>Job Description</b>	<p>The Job Developer is responsible for developing job opportunities in the community and assisting refugee clients to acquire those jobs at fair labor wages.</p> <p><b>RESPONSIBILITES:</b></p> <ul style="list-style-type: none"> <li>• Explain RSS services to clients, provide intake, assessments, and create individual employment plans for each employable client. Assess client strengths and weakness for job matching.</li> <li>• Market refugees to employers and perform outreach in the community about the program, facilitate and schedule job interviews and research and pursue quality jobs with fair wages.</li> <li>• Recruit employment volunteers and interpreters to assist clients as needed.</li> <li>• Assess client status after placement at 30, 60, and 90 days respectively.</li> <li>• Track clients placed in jobs in both Match Grant and RCA programs.</li> <li>• Provide transportation assistance and translation services for clients as needed in the course of securing a job.</li> <li>• Participate in the employment consortium on a regular basis.</li> <li>• Facilitate job fairs, employer luncheons, etc. at Catholic Charities or within the community.</li> <li>• Maintain client files and assure completeness and accurate file documentation in compliance with funding requirements.</li> <li>• Assist in the completion of quarterly reports.</li> <li>• Perform other duties as assigned by the supervisor, attending meetings with other service providers, participating in staff retreats, United Way tours, agency fairs and speaking engagements, assisting with special organizational projects/events, etc.</li> </ul>
<b>Qualifications</b>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or comparable experience. Public Relations, Marketing or Business experience preferred</li> <li>• Demonstrated organizational and planning skills</li> <li>• Bilingual in Arabic language</li> <li>• Demonstrated success in dealing with a variety of people</li> <li>• Ability to handle confidential client information</li> <li>• Three years experience in refugee work or social work</li> <li>• Knowledge in computer applications</li> </ul>

<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Address</b>	2900 Louisiana
<b>City, State, Zip</b>	Houston, TX 77006
<b>Contact Person</b>	Brenda Bocanegra
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	713-526-4611
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:bbocanegra@catholiccharities.org">bbocanegra@catholiccharities.org</a>
<b>Application Method</b>	e-mail
<b>Opening Date</b>	September 4, 2014

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