



JV Flex Position Description: Cultural Orientation and Life Skills Coordinator

Position Title: Cultural Orientation and Life Skills Coordinator

Agency: Catholic Charities of Oregon

Location: Portland, OR

Primary Service Category: Refugee and Immigrant Services

Other Service Categories: Education (Community), Health and Health Education, Social Services

About JV Flex: JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

About Catholic Charities of Oregon: Since our founding in 1933 during the Great Depression that shook the globe, Catholic Charities of Oregon has been a trusted ally of the most poor and marginalized, and a leader in finding innovative solutions to poverty and injustice. We are proud to serve all God's Children as the Official Domestic Relief Agency of the Catholic Church in Oregon. Our mission is to assure that essential, life-saving services and supports are accessible to the most vulnerable Oregonians. The services we provide across the state of Oregon include affordable and supportive housing, financial empowerment, mental health and counseling, pregnancy and parenting support, legal services, intensive case management and more.

Position Description

The Cultural Orientation and Life Skills Coordinator will provide essential orientation, English language, and life skills trainings to newly arrived refugee families, facilitating their ability to successfully rebuild their lives in the U.S. This includes providing refugees with the essential skills training they need to access community resources and educational opportunities, achieve economic stability, and strengthen physical and mental health.

Duties and Responsibilities

- Coordinate cultural orientation session for newly arrived refugees (40%)
- Deliver English as a Second Language classes (20%)
- Provide individualized life skills services for newly arrived refugees in coordination with case managers. This includes accessing public services, finding child-care, and addressing other barriers to self-sufficiency. (10%)
- Provide trainings for transportation and general mobility, including bus trainings, assistance with DMV and ride shares (10%)
- Provide individualized skills training for budgeting, financial management and housing stability (10%)



- Assist in maintaining client records, writing case notes of activities and general administrative needs (10%)

Language Requirements: English. Candidates with level 2 or 2+ of any language commonly spoken by refugees or asylees (including Spanish or French) encouraged to apply.

Education Requirements: Bachelor's Degree

Other Requirements: Valid driver's license. The JV AmeriCorps member will be required to drive the agency vans within the community and between the Portland metro and Salem areas.

Additional Position Details

Physical/Mental Demands:

- Must be able to lift and carry up to 40lbs
- Must have excellent cross-cultural communication skills and have the ability to work effectively with those with limited English proficiency
- Must be able to build community partnerships which includes working with other partner organizations, volunteers, and potential employers for refugees

To apply for this and other JV Flex positions, please submit an online application at jcnorthwest.org/JVFlex