

Ethiopian Community Development Council, Inc.
901 S. Highland Street Arlington, Virginia 22204

JOB DESCRIPTION

Position Title: Program Officer for Minors and Focal Point for Safety & Security
Division: Refugee Resettlement & Integration
Reports to: Senior Program Officer, Lead for Monitoring & Thematic Areas
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: Serves as lead on refugee minor cases, including cases coded M2-M7 that require additional care, and attention reporting requirements. The position serves as the Safety and Security focal point for ECDC and regularly attends Resettlement Agency Security Focal Point Forum meetings with all 10 Resettlement Agencies to address safety and security plans and training. The position also serves as the primary liaison to four (4) resettlement sites, providing ongoing training and technical assistance. The position trains and supervises R&P interns working on refugee minor-related tasks.

Key Responsibilities

Minors Program

- Leads ECDC's review of affiliate management of minors cases (coded M2-M7), evaluates required documentation for compliance issues, and provides affiliates with guidance related to case management and compliant documentation.
- Prints and files Minors reports (MSD, SOR, ME).
- Tracks and documents Minors program activities to support R&P program planning, including thorough data analysis.
- Manages Minors program training materials and resources for the ECDC affiliate network.
- Tracks the allocation and arrival of minor cases, ensuring that affiliates have the internal capacity to serve the cases and that there are adequate services in the community to address their needs.
- Oversees, schedules, and conducts periodic on-site and desk monitoring of affiliates to assess the quality of service and compliance.
- Identifies affiliates with quality or performance issues and initiates risk-based audits.
- Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual and Quarterly Reports that are submitted to the U.S. State Department, Bureau of Population, Refugees, and Migration.
- Collaborates with and/or assists R&P Grants Management staff to ensure affiliates' financial documentation is internally consistent and that per capita funds are spent in compliance with the Cooperative Agreement.

Safety and Security

- Regularly attends Resettlement Agency Security Focal Point Forum meetings with other national Resettlement Agencies to address safety and security plans and training. Participates in meetings to discuss safety concerns, share resources developed by partners, and plan inter-agency security training.
- Serves as lead on affiliate and client security, tracking and reporting security incidents and representing ECDC, and participating in external meetings and/or working groups related to security.

- Assists in disseminating an assessment, created by the RASFPF, to affiliates to evaluate the safety planning, physical security, and training plans of each affiliate. The survey will assess programs (security policies), funding available for security, affiliate relationships with local law enforcement, affiliate active shooter and emergency response training, and much more.
- Analyzes and interprets surveys to identify affiliate strengths and areas of improvement.
- Meets with affiliates to address strengthening affiliate security protocols and procedures
- Creates and facilitates safety and security-related training for client-facing staff to walk-through situations and scenarios to enhance understanding of how to de-escalate a heightened situation and remain aware and alert.
- Provides training relating to safety planning, situation awareness, and emergency response plans.
- Coordinates with partners to create a resource bank of safety and security tools for affiliates.
- Participates in and attends three sub-committee meetings to assist the RA Security Focal Point Forum in planning, implementing, and amending three new projects (Inter-agency reporting database, resource hub, and training planning.)
- Handles other tasks as assigned.

Affiliate Support

- Serves as the primary ECDC R&P liaison for four (4) of ECDC's Refugee Resettlement Program affiliates, focusing on the R&P program and other refugee resettlement-related initiatives.
- Responds to affiliate inquiries and resolve individual case issues.
- Conducts monthly and quarterly conference calls with affiliates.
- Reviews affiliates' monthly R&P Period Reports and case expenditure forms.
- Oversees, schedules, and conducts on-site and desk monitoring of ECDC's resettlement affiliates to ensure compliance, and prepares and submits R&P monitoring reports on a timely basis.
- Participates in weekly ECDC in-house allocations meetings.

Qualifications and Competencies

- Bachelor's degree required. Master's degree with experience in law, immigration, social work, and/or migration studies preferred.
- A minimum of three years of experience working with refugees and/or refugee organizations.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Excellent and effective written and verbal communication skills.
- Strong analytical skills.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet, and computer/online database systems.
- Able to manage multiple assignments, exercise initiative and judgment, and make decisions within the scope of assigned responsibilities.
- Able to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Able to travel to affiliate sites for monitoring and to provide TA/training.

SALARY. ECDC provides a competitive salary for this position commensurate with experience.

BENEFITS. ECDC offers an excellent benefits package including:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off including 15 days of vacation, 12 days of sick leave, and 13 days of paid public holidays.
- 403(b) retirement plan with ECDC's contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

TO APPLY. Submit by e-mail: (1) a cover letter; (2) a résumé; (3) three professional references; and (4) salary requirements via email to hr@ecdcus.org

No telephone inquiries, please. Only qualified candidates will be contacted.

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