

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

JOB ANNOUNCEMENT

Position Title: R&P Program Officer
Department/Division: CARI
Reports to: Associate Director, Refugee Resettlement
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

Job Summary

The R&P Program Officer develops and enhances ECDC affiliates' capacity to provide Reception and Placement (R&P) services; serves as lead on refugee minors and refugee health and mental health issues; and supports refugee resettlement programming activities at ECDC Headquarters.

Key Responsibilities

Affiliate Support

1. Serves as the primary ECDC R&P liaison for five (5) of ECDC's Refugee Resettlement Program affiliates, focusing on the R&P program and other refugee resettlement-related initiatives.
2. Responds to affiliate inquiries and resolves individual case issues.
3. Conducts monthly and quarterly conference calls with affiliates.
4. Reviews affiliates' monthly R&P Period Reports and case expenditure forms.
5. 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.
6. Monitors and tracks affiliate network program compliance and outcomes.
7. Assists in developing R&P-related training materials and provides training and technical assistance to ECDC's resettlement affiliates.
8. Participates in weekly ECDC in-house allocations meetings.

Refugee Minors

1. Provides training and technical assistance on refugee minors issues to ECDC's resettlement affiliates.

2. Maintains records of, reviews, and follows-up with affiliates regarding Minor Suitability Determination, Statement of Responsibility, and 90-Day Minor Evaluation reports, ensuring timely submission of all reports.
3. Represents ECDC at external meetings and/or working groups regarding refugee minors.

Refugee Health and Mental Health

1. Provides training and technical assistance on refugee health and mental health issues to ECDC's resettlement affiliates.
2. Develops training materials and ensures affiliates are connected to relevant health education and funding resources and opportunities.
3. Tracks cases with significant health and mental health issues, following up with affiliates regarding resettlement needs and services.
4. Maintains and writes content for ECDC's health newsletter and blog.
5. Represents ECDC at external meetings and/or working groups regarding refugee health and mental health issues.

Program Support

1. Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates, as well as other associated trainings, conferences, and meetings.
2. Assists in proposal writing for the R&P program.
3. Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual Report and the annual background paper on African refugee admissions submitted to the U.S. State Department, Bureau of Population, Refugees, and Migration.
4. Liaises with and ensures that good working relationships are maintained with federal, state, local government, resettlement agencies, and other institutions involved in refugee resettlement, immigration, and related issues.
5. Handles other assignments as required.

Qualifications

- Bachelor's degree and/or equivalent work experience. Master's degree or MSW preferred.
- A minimum of three years of experience in domestic resettlement services and/or overseas resettlement programming.
- General knowledge of refugee and immigration policy issues.
- Practical experience working on minors and/or refugee health and mental health issues, preferred.

Competencies

- Excellent and effective written and verbal communication skills.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet, and computer/online database systems.
- Able to manage multiple assignments, to exercise initiative and judgment and to 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.
- Able to work evening and weekend hours occasionally.

Benefits

ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays and vacations well as a generous retirement plan.

To Apply

Please submit, by mail, fax, or e-mail (1) a cover letter; (2) a résumé; (3) salary requirement; and (4) and a short writing sample (2-3 pages) by **Friday May 6, 2022** to:

Human Resources

Ethiopian Community Development Council, Inc.
901 South Highland Street
Arlington, VA 22206

Fax: (703) 685-0510

E-mail: hr@ecdcus.org

Only qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.