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FAMILY SUPPORT LIAISON – MUST SPEAK NEPALI

Description

New American Pathways Bright Futures Afterschool and School Liaison program serves approximately 135, K-8th grade students enrolled in our partnered DeKalb County Elementary and Middle Schools and 90+ parents. The Family Support Liaison will promote family engagement in children's education, facilitate and strengthen communication between schools and refugee families and provide cultural presentations during the school year. The Family Support Liaison will also teach a class of approximately 20 K-5th grade refugee youth in the after school program and maintain regular contact with students' families to promote student academic success and facilitate student socio-emotional well-being.

Responsibilities

Essential Job Functions:

- Provide transportation, interpretation and advocacy for parent-school engagements (as required by grant) and parent-community youth services engagements
- Potentially transport enrolled students from after school program each day using agency vehicle
- Assist Education and Youth Program in translation of critical documents, registration, and with interpretation during critical communications between program and parents
- Supervise elementary school students, volunteers, and tutors in your own classroom Monday through Friday (afternoons)
- Oversee and implement English to Speakers of Other Languages (ESOL) curriculum and lesson plans to engage student learning and development, particularly in the areas of literacy, enrichment, and extra-curricular activities in conjunction with AmeriCorps curriculum members
- Administer standards of positive behavior support and discipline for the purpose of ensuring the safety and well-being of all students and address student issues and conflicts appropriately as needed
- Tutor and assess refugee youth (grades K-5) in academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, and academic progress
- Maintain client files and submit monthly report of services rendered in program databases
- Conduct personal home visits to families
- Refer families, as needed, to other resources within New American Pathways or to resources provided by third parties
- Keep current/accurate records of the program activities and prepare required reports
- Participate in public engagement events that promote the organization, Education and Youth department, and its programs
- Provide Elementary School Senior Youth Coordinator with frequent updates on students regarding academic progress, behavior, and overall well-being
- Understand your role as a mandatory reporter of suspected child abuse and follow New AP mandatory reporting protocol

Industry

Education and Youth

Employment Type

Full Time

Language Requirements

Nepali

Beginning of employment

On or before August 17

Working Hours

40 hour week (approximately 9:30 a.m. to 6:00 p.m. Monday – Friday)

Supervisor

School Liaison Senior Coordinator

- Submit monthly reports to School Liaison Senior Coordinator and attend trainings, events and meetings for the New American Pathways Bright Futures Program
- Maintain regular communication with families of after school students to address needs and concerns
- Follow the expectations outlined in the New American Pathways culture, ensuring to create a safe, welcoming environment where all clients feel safe and important
- Other responsibilities may be assigned as needed

Qualifications

- Good knowledge of refugee community
- Must be native or fluent in Nepali (speaking, reading, writing)
- Knowledge of DeKalb school system
- Computer competency in MS Windows programs (word, excel, etc.)
- High school diploma or equivalency and a minimum of 2 years supervised work experience with young children
- College credit in Early Childhood Education a plus
- Experience working with youth in grades K-5 in an educational setting, preferably with refugee and/or immigrant youth
- Ability to work with a wide diversity of individuals and be sensitive to all cultures, ethnicities, and religious backgrounds
- Flexible and able to work with others in a fast paced environment and under a variety of circumstances
- Commitment to the organization's mission and serving refugees
- Must have valid Georgia driver's license, insured vehicle
- Must pass a criminal background check and driver history check

Job Benefits

This is a full-time position. The salary range for this position is \$31,000 – \$34,000 annually. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

*To apply for this position, email your resume to careers@newamericanpathways.org indicating Family Support Liaison in the subject line. **No phone calls please.***

New American Pathways is an Equal Opportunity Employer.

About New American Pathways

New American Pathways is a local 501(c) 3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.