



Job Title: Family Support Liaison - Must speak Swahili and/or Kinyarwanda
Department: Education and Youth
Schedule: 40 hour week (approximately 10:30 a.m. to 6:30 p.m. Monday - Friday)
Supervisor: Education and Youth Manager
Status: Full-time, Non-Exempt

GENERAL DESCRIPTION

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 15-20 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.

KEY RESPONSIBILITIES

- Provide transportation, interpretation and advocacy for parent-school engagements (as required by grant) and parent-community youth services engagements
- Assist Education and Youth Program in translation of critical documents, registration, and with interpretation during critical communications between program and parents
- Supervise middle school students, volunteers, and tutors in your own classroom Monday through Friday (afternoons)
- Review and implement lesson plans and extra-curricular activities, while practicing behavior management and ensuring safety of all students in the classroom
- Tutor and assess refugee youth (grades 5-9) in academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, and academic progress
- Maintain client files and submit monthly report of services rendered
- 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 Middle School Senior Youth Coordinator with frequent updates on students regarding academic progress, behavior, and overall well-being
- Submit monthly reports to Youth Coordinator and attend trainings, events and meetings for the New American Pathways Youth Program
- Maintain regular communication with families of after school students to address needs and concerns

SKILLS AND COMPETENCIES

- Good written and verbal English communication skills.
- Good command of Swahili and/or Kinyarwanda languages
- Good knowledge of refugee community
- Knowledge of DeKalb school system
- Computer competency in MS Windows and MS Word
- High school diploma or equivalency and a minimum of 2 years supervised work experience with young children and their families
- College credit in Early Childhood Education a plus
- Experience working with youth in grades 5-9 in an educational setting, preferably with refugee and/or immigrant youth
- Cultural sensitivity
- Commitment to the organization's mission and serving refugees
- Valid driver's license and insured car
- Criminal background check

COMPENSATION

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.