https://newamericanpathways.org/employment-and-internships/family-support-liaison/

Family Support Liaison-(Must speak Pashto, Dari or Farsi)

Industry
Education and Youth

Employment Type
Full-time

Working Hours
40 hour week (approximately 9:30 a.m. to 5:30 p.m. Monday – Friday)

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. Additionally, the Family Support Liaison will teach a class of approximately 20 K-5th grade refugee youth in the Elementary after school program and maintain regular contact with students' families to promote student academic success and facilitate student socio-emotional well-being.

Responsibilities

- Provide interpretation, transportation and advocacy support 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
- Conduct routine personal home visits with families to support parent goals and other appropriate services
- Refer families, as needed, to other resources within New American Pathways or to resources provided by third parties
- Keep current/accurate routine records of the program services and prepare required reports
- Submit monthly reports to School Liaison Senior Coordinator and attend trainings, events and meetings for the New American Pathways Bright Futures Program
- 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 as required
- Maintain client files and submit monthly report of services rendered in program databases
- 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
- Transport enrolled students from after school program using agency vehicle as needed
- 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 written and verbal English communication skills
- Good command of Pashto, Dari, and/or Farsi language(s)
- Good knowledge of refugee community
- High school diploma or equivalency and proven minimum of 2 years supervised work experience with youth
- Experience and passion working with youth in grades K-5 in an educational setting, preferably with refugee and/or immigrant youth
- Computer competency in MS Windows programs (word, excel, etc.)
- Knowledge of DeKalb school system
- 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 driver's license and insured vehicle
- Must submit to criminal background check before working with youth.

Job Benefits

This is a full-time position. The salary range for this position is $33,000 –$38,000 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.