



Job Opening: Afghan Cultural Liaison, 12-month contract

Start Date: February 2022

Department: Social Services

Supervisor: Immigrant Wellness Program Manager

Salary: \$30,000-\$36,000

Application Deadline: Accepted on a rolling basis, with preference given to candidates who apply by 1/31/2022

Background: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

Refugee resettlement is a humanitarian program designed to assist those who have been persecuted due to their race, religion, nationality, membership in a social group or political opinion, displaced from their home countries, and selected to come to the US through our federal US Resettlement program.

Position Description:

HIAS Pennsylvania seeks an energetic, compassionate, and detail-oriented Afghan Cultural Liaison to support case management services for newly-arriving refugees, with a particular focus on serving Afghan evacuees. The Afghan Cultural Liaison is a full-time, 12-month contract position.

The core responsibilities of the Afghan Cultural Liaison will include:

- Provide cultural orientation workshops on a variety of topics related to life in the U.S. Topics may include financial literacy, U.S. laws, refugee status, housing, health, safety, and others.
- Provide public transit and neighborhood orientations, helping clients work toward self-sufficiency by teaching them to navigate their new city independently.
- Providing digital literacy and technology support to newly arrived refugees.
- Help newly arrived refugee clients fill out forms and applications. Accompany refugee clients to appointments including the benefits office, the social security office, and medical appointments. Assist clients with processes including opening a bank account, applying for a state ID, and purchasing a cell phone.
- Assist with airport pickups, home visits, and other transportation as needed.
- Connect Afghan clients with legal services and culturally appropriate resources.
- Assist with case management tasks as needed.
- Keep thorough and accurate documentation of services in compliance with contractual requirements.
- Other duties as assigned by the Immigrant Wellness Program Manager.

Requirements:

- Experience in direct services with refugee, immigrant, or other vulnerable and/or multi-cultural populations is strongly preferred.



- Enthusiasm, persistence, and positive energy; compassion and patience.
- **Comfort using public transportation is required.** A valid driver's license is strongly preferred.
- **The ability to work early morning, evening, and weekend hours.**
- Outstanding attention to detail. Excellent organizational and time management skills.
- Ability to exercise sound judgment in decision-making.
- **Native fluency in Dari and/ or Pashto language skills required.**

Benefits: Employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions. This is an exempt position; salary is commensurate with experience and applicants who represent minority and marginalized groups are strongly encouraged to apply.

Statement of Non-Discrimination: *HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation.*

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

To apply, please send a cover letter and resume as attachments to Yvonne Leung, yleung@hiaspa.org. Note that the HIAS Pennsylvania social service team is hiring for multiple open roles. If you would like to be considered for more than one position, please indicate this in both your cover letter *and* the email you send with your application materials. Please also note that applications will be reviewed on a rolling basis until position is filled. No phone calls please.