HIAS Pennsylvania
Bilingual Education Case Aide (Dari or Pashto)

Job Title: Bilingual Education Case Aide (English and Dari or Pashto)
Supervisor: Education Program Manager
Status: Part-time, temporary
Timeline: Time of hire to September 30th, 2022
Salary: $30/hour
Time commitment: 20 hours per week

Mission: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant 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.

General Description: The Bilingual Education Case Aide supports HIAS PA’s youth education programming. Within youth education, this person provides support specifically to newly arrived Afghan children and their families as they enroll in school and learn about the US education system. The Bilingual Education Case Aide supports the overall goal of helping Afghan families make connections in their schools and communities so that they feel more comfortable, knowledgeable, and empowered in their new communities. *Note that this position is a mix of hybrid and virtual work. In accordance with HIAS PA policy, applicants will have to be fully vaccinated against COVID-19 by the time of starting.

Tasks/Responsibilities:
Note that these tasks will be done in collaboration with other members of the HIAS PA Youth Education Team, and training will be provided.

- Help Afghan families enroll their children in school.
- Accompany Afghan families to their children’s schools for events like the first day of school and parent meetings with school staff.
- Help recruit Afghan children for HIAS PA’s summer youth programs.
- Provide interpretation in Dari or Pashto during HIAS PA meetings with Afghan parents and students.
- Translate education-related information into Dari or Pashto for Afghan families (desired but not required).
- Host workshops (virtual and in-person) for Afghan families on education norms in the United States and on the Philadelphia school system.
- Facilitate small group support and conversation for Afghan parents as capacity allows.
- Help refer Afghan adults and children to other education and community supports and programs (like Adult ESL classes, sports programs, etc.).
- Maintain important documentation of work with families and children by doing electronic case notes and updating Microsoft Excel spreadsheets.
- Provide Afghan cultural and linguistic background information to the HIAS PA Youth Education Team.
Qualifications:
- Must speak Dari or Pashto or both. Must also be highly proficient in English in both speaking and writing.
- High School degree required (OK if the original high school diploma cannot be provided).
- Experience working with families and children is preferred.
- Experience leading workshops or facilitating small group conversations.
- Basic knowledge of the US education system and of Philadelphia schools preferred.
- Strong investment in the Afghan community and interest in supporting families.
- Strong computer skills and data management skills. Understanding of how to use Google Drive (docs, spreadsheets, slides) highly preferred.
- Excellent organizational and time management skills.
- Ability to work virtually and to travel to some in-person activities and events/workshops.
- Ability to exercise sound judgment in decision making practices.
- Up to date security clearances (FBI fingerprint check, PA Child Abuse check, PA Criminal Background check).
- Proof of COVID vaccination and booster.

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.

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. Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

How to Apply: Diverse candidates are encouraged to apply. HIAS PA is working remotely for the foreseeable future. Despite this, the agency functions as a team and staff members are asked to work both independently and collaboratively. Interested candidates should email their cover letters and resumes as PDF attachments to our HR Office Assistant, Courtney Craig, at ccraig@hiaspa.org.