



WE ARE HIRING!

Afghan Refugee Outreach Liaison

The Islamic Society of Greater Houston (ISGH) has an immediate opening for an Afghan Refugee Outreach Liaison. The person in this position will be the first contact for the Afghan Refugees when they are applying to the ISGH financial assistance program.

- **Job Title:** Afghan Refugee Outreach Liaison
- **Employment Type:** Full Time/Contract
- **Effective:** Immediately
- **Reports To:** Financial Assistance Case Manager

Qualifications

- Bilingual Fluency in Afghan language(s) **required** (Pashto, Dari etc..)
- Good Communication Skills in English (verbal and written) is necessary
- Computer Literate with proficiency in Excel and Word programs
- Must have Driver's License

Essential Responsibilities

- Conduct intakes and needs assessments for clients. Help applicants complete forms and collect required documents from them.
- Acts as an interpreter as needed when Afghan clients visit or call the office.
- Perform visits to client residences as needed to establish an ISGH connection with the community.
- Will enter client info into database and upload relevant documents.
- Conduct reviews of cases periodically to ensure continued financial assistance is remitted to qualified and deserving families/individuals. Update work status of clients and ongoing enrollment in government programs such as SNAP and Medicaid.
- Responsible for helping qualified clients with available government assistance programs [food stamps, Medicaid, gold card, etc...]
- Help refer client to job placement and job training programs available
- Provide on-going communication with caseworkers and other NGO's
- Responsibilities are Subject to Change as Required.