



## ***Refugee Services Director***

### Job Summary:

The Director of Refugee Services is responsible for the strategic leadership of a department including oversight of multiple programs, supervision of program managers and maintaining compliance with all applicable professional and agency standards. This position coordinates program activities within the department, with other parts of the agency, and with community partners. The Director of Refugee Services directly supervises three to five program managers and oversees a department staff of approximately 59.

The Refugee Services Department welcomes refugees to their new lives in our community. This is accomplished by providing a broad range of integrated services including resettlement, case management, material and financial assistance, English classes, cultural orientation, job placement and mental health services. These services help refugees work toward their personal goals which often include self-sufficiency, successful integration into the community, and American citizenship.

The Director of Refugee Services is responsible for supervising the entire Refugee Program to ensure delivery of program services to the target client population are completed in a timely and culturally appropriate manner. Training staff on program manuals is a responsibility of the director to ensure program integrity and compliance with federal grant regulations. Other duties include representation of the Program and Catholic Charities in the community.

### Qualifications & Experience:

- Master's Degree in Social Work, Business, Public Administration or a related field and three years' experience or Bachelor's Degree and five years' experience of managing professionals in a complex organizational environment, or an equivalent combination of education and experience.
- Proficient in Windows and MS Office Suite
- Energetic, self-motivated individual

*Catholic Charities is an Equal Opportunity Employer. Résumés, along with a cover letter and salary requirements, should be sent to HR Director, 202 W. French Place, San Antonio, Texas, 78212, emailed to [hrdirector@ccaosa.org](mailto:hrdirector@ccaosa.org) or faxed to (210) 227-0217. No phone calls please. If you are chosen for an interview, you will be contacted.*