



Salem For Refugees | Ukrainian Navigator Role Description

Job Title: Ukrainian Navigator

Supervisor: Elijah Penner (Direct Services Manager)

Role Purpose: To provide interpretation, translation and assistance for newly arriving refugees from Ukraine, and to help facilitate clients through the resettlement process by providing support to the Host/Sponsor family.

Time Commitment: 30-40 hours per week, benefited, temporary through September 30, 2023

Ideal Candidate: Bilingual Ukrainian/Russian, Google workspace experience, general computer skills, strong communication, organizational skills, and teamwork skills.

Role Duties:

1. Assist US Host/Sponsor for a Ukrainian family as allowed within the World Relief Preferred Communities program for Ukraine (first 90 days after arrival) and Oregon State Extended Case Management (after 90 days of arrival)
 - a. Outreach to the Slavic community to identify newly arrived Ukrainians with Humanitarian Parole
 - b. Conduct an Intake Meeting to identify needs, assess whether Ukrainian families are in safe situations, and prepare a family self-sufficiency plan to identify necessary supports
 - c. Support the US Host/Sponsor in navigating important resettlement responsibilities
 - d. Connect the US Host/Sponsor to community partners for key services (Social Security, DHS, S/K School District, health intakes, etc)
 - e. Connect with School Enrollment Coordinator for assistance with school aged children and connect the family to the S/K School District Community School Outreach Coordinator for Ukrainian families
 - f. Connect with Donations Coordinator for access to Restart Kits and refer the family to SAC Furniture Bank
 - g. Connect with Housing Coordinator for assistance understanding housing options and help providing housing if the situation is unsafe and provide a copy of the Housing Benefits Letter and assist families in applying for any available housing or utility assistance
 - h. Connect with Employment Coordinator to apply for Work Authorization (I-765 and waiver)
 - i. Provide Host/Sponsor with information about potential healthcare facilities to connect to for registration for insurance, intake and PCP screening / vaccinations
 - j. Provide Intensive Case Management for the most vulnerable clients on a case by case basis
 - k. Advise on Ukrainian/Russian cultural issues and topics, speaking into all areas of our service model to ensure culturally sensitive practices
 - l. Connect to transportation partners for Cherriots bus passes and NW Hub, or provide occasional transportation to Cultural Orientation when absolutely necessary
 - m. Network with Resource Team Leaders and other Community Partners to connect families to the needed resources
 - n. Complete required case notes, assessments, and provide required forms and documentation
2. Provide interpretation for Cultural Orientation modules and appointments and encourage client attendance
3. Translate relevant documents as needed by Case Management staff

4. Promote and encourage community health in alignment with OHA/Marion County COVID-19 Grant
 - a. Help translate relevant health and COVID related information into Ukrainian/Russian
 - b. Use Whatsapp or group text messaging to disseminate information to Salem's Ukrainian community
5. Attend required meetings:
 - a. 1:1s with Direct Services Manager
 - b. Salem for Refugees All Staff Meetings
 - c. Direct Services Team Meetings
 - d. Advocacy meetings for changes to the Uniting for Ukraine program
6. Be available and willing to help in emergency situations, occasionally outside regular working hours
7. Adhere to Salem For Refugees policies, procedures and overall mission

This job description is not all-inclusive or an exhaustive statement of duties, responsibilities or requirements.

Interested parties should send cover letter and resume to Laurel Rightmer: laurel@salemforrefugees.org