

# WE'RE HIRING!

## Business Counselor

### Position Summary:

Somali Family Service of San Diego provides culturally sensitive and linguistically appropriate services to refugees, immigrants, and other underserved populations. The Business Counselor hired for this position will be responsible for case management (e.g., individualized plans, developing business plans, following up on each client), assessing client needs (e.g., meeting eligibility, financial assistance, referrals), coordinating clients participation in all required FCC training components in order to meet licensing requirements, coordinating Microenterprise Development (MED) workshops and tracking participation, providing one-on-one and group technical assistance to clients, coordinating and tracking participant stipends and FCC training fees, and maintaining coordination with the California Department of Social Services Community Care Licensing, participating in the Refugee Forum and coordinating with refugee resettlement community. The Business Counselor will participate in trainings and meetings conducted by SFS and/or funding partner/ORR as required, and perform other duties related to the successful completion of the Program. Additionally, the program coordinator will meet program goals and deliverables, evaluate progress through data collection and client-feedback, and complete program monitoring and reports.

**Status:** Full-Time, Non-Exempt

**Hours Per Week:** 40 Hours

**Start Date:** January 2023

## Functions

- Extensive knowledge and experience working with the Afghan refugee population in San Diego and fluency in the primary languages spoken by the community (i.e. Pashto, Dari, Farsi).
- Ability to serve as a trusted liaison between various health and social service systems and the community to facilitate access to services and improve the quality of service delivery
- Increase community awareness about programs and services via coordinating and planning outreach activities and event coordination
- Participate in ongoing meetings and trainings as part of professional development and capacity building
- Recruit, screen, and enroll clients to participate in the Program
- Coordinate Family Childcare (FCC) training and Microenterprise Development (MED) workshops
- Provide technical assistance to clients including business plan and licensing pre-assessment
- Ensure that SFS policies and procedures for stipends and fees are followed
- Maintain collaboration with the licensing authority and refugee community
- Assess the program monthly to ensure successful completion of milestones and deliverables, and complete required data collection and reporting
- Ensure program operations and activities adhere to ORR guidelines and policies

## To Apply

Please send your resume and cover letter to [HR@SFSSD.ORG](mailto:HR@SFSSD.ORG)