

JOB READINESS VOLUNTEER – Fort Worth, Texas

Goal

World Relief's employment program assists program participants with integration by coming alongside them to prepare for the workforce.

Primary Duties and Responsibilities

- Assist in job class
- Assist in creating resumes
- Submit job applications to potential employers
- Provide transportation to job interviews and job fairs
- Provide public transportation orientation(s)
- Help apply for state IDs
- Assist with intake and enrollment
- Assist with translation/interpretation (if applicable)
- Provide job mentorship for selected individuals

Secondary Duties and Responsibilities

- Complete all onboarding steps in the Volunteer Portal:
 - Background Check – 5 mins
 - Local Live Orientation – 1.5 hrs
 - E-Learning – 45 mins
 - References – 2 mins
- Review confidentiality statement and policies in the National Volunteer Handbook
- Log hours in the Volunteer Portal
- Report any concerns or conflicts to the Volunteer Coordinator

Time Requirements

We ask that volunteers in this role commit to a minimum of 3 hours a week for a minimum of 3 months.

Location

Tasks may require volunteers to work outside of the office and other tasks may require them to work within the office. Location and schedules vary based on present needs. *Volunteers are not required to transport clients in this role, though the option is available to them.*

Work Environment

Volunteers will be working in an office setting alongside people who come from various ethnic backgrounds.

Skill & Qualification Requirements

- Interpersonal skills
- Comfortability with cross-cultural engagement

- General understanding of the US workforce and professional expectations within it (punctuality, cleanliness, etc.)
- Proficient computer skills
- Proficient reading and writing skills
- Willingness to be flexible

Orientation & Training

Volunteers will work directly alongside caseworkers within the employment program as they learn the primary duties and responsibilities of the role. Job Readiness Volunteers are required to complete the E-Learning training Career Mentoring Texas.

Supervision & Support

The volunteer will set their schedule and have monthly check-ins with the Volunteer Coordinator. The Volunteer Lead, a staff member in the employment program, will assign day-to-day duties.

How to Apply with Links

You can apply for this role by visiting <https://worldrelief.org/texas/get-involved/volunteer-application/>. For questions about this role, please email volunteertexas@wr.org.

Why Volunteer with Us?

Your Impact in This Role

Employment and employment retention are a major priority for newly arrived families and individuals. It is common for refugees and other immigrants to face barriers when seeking employment during their first year in the US. Employment directly affects the integration process for newcomers; either by helping or by causing a burden. However, many of our clients have seen success in job security when members of the Church and the community come alongside them. The more people that are willing to step into this role, the better our new neighbors can integrate into their communities.

Goals for the Role

- Professional development
- Networking
- Career mentorship

The Benefits Volunteers Will Receive

- Cross-cultural engagement
- Relationship building
- Job coaching experience
- Case management support
- Advocacy
- Greater understanding of the refugee integration process

Team Values

- Self-sufficiency for program participants
- Economic support
- Workforce understanding
- Empowerment
- Job retention