

## **JOB DESCRIPTION – ELL and Adult Education Specialist**

Della Lamb Community Services exists to empower its clients to meet the challenges of education, employment, and self-sufficiency in an ever-changing world. Della Lamb aspires to be a trusted and engaged member of a thriving refugee community, continually advancing the quality of life together with its members. Della Lamb is a National Mission Institution in a covenant relationship with the United Methodist Women and an agency member of the United Way of Greater Kansas City. We strongly believe in the dignity of all people and strive to live out our values of LIGHT: learning, integrity, gratitude, health, and togetherness.

Refugee services are characterized by an “Arrive and Thrive” mentality, seeking to overcome short-term and long-term challenges in the resettlement and community integration process. We aim to provide best-in-class hospitality, services, and cultural education, using a strengths-based case management approach to understand and develop client goals. We believe that a thriving refugee community is predicated on community engagement, inviting stakeholders from across Kansas City to actively participate in the resettlement process and the advancement of refugee communities.

As a crucial member of the RSS (Refugee Support Services) team, the ELL and Adult Education Specialist will collaborate with the education team to develop additional ELL and adult education classes for the growing number of clients that we are serving. This position requires a commitment to teamwork, patience, adaptability, servant leadership, humility of spirit, a strong work ethic, and a commitment to learning and growth. The successful candidate will play a crucial role in providing high-quality instruction to adult learners, promoting effective communication skills, and facilitating the integration of refugees and other ORR eligible individuals in the greater Kansas City, MO area.

Core responsibilities include, but may not be limited to, the following:

- Develop and implement engaging ELL lessons tailored to the needs of adult learners.
- Foster a positive and inclusive learning environment that encourages active participation.
- Utilize various teaching methods to enhance students’ listening, speaking, reading and writing abilities.
- Encourage and guide students in practical applications of English for real-life communication scenarios.
- Collaborate with the education team to develop additional classes in response to the needs of refugees and other ORR eligible populations.
- Assist with teaching Cultural Orientation classes to all new refugees within their first 30 days of arrival.
- Provide support and resources to help clients navigate and adapt to the new environment.
- Work closely with Della Lamb colleagues to understand and to respond to client strengths and needs.
- Develop and nurture community partnerships to increase scope of referrals.
- Perform various administrative tasks in compliance with program guidelines and Missouri standards, including but not limited to data entry, database updates, scheduling appointments, filing, and other case-related activities.
- Other duties as assigned.

***Professional Qualifications:***

- Bachelor's in education, English, or other applicable field.
- ESL teaching certification.
- Familiarity with adult education principles and best practices.
- Adept at client-centered, strengths-based case management approach.
- Cultural intelligence and experience working with refugees and immigrants.
- Outstanding organizational, leadership, and team-building skills.
- Strong verbal and written communication skills.
- Demonstrated ability to communicate effectively and diplomatically in a multi-cultural setting and with limited English proficiency speakers.
- Proficient in Microsoft Office applications and strong computer skills with aptitude for learning and implementing new technology platforms and tools.
- Bilingual capabilities preferred