ROLE: Embrace Community Liaison - Arabic
STATUS: Part-time, Nonexempt (hourly)
LOCATION: Hybrid
DIRECT SUPERVISOR: Lead African Community Liaison

Friends of Refugees' (FOR) Embrace Program works to support, advocate for, and educate new Americans throughout the pregnancy, birth, and postpartum experience. Embrace seeks to empower and train new Americans to serve as childbirth educators, labor and postpartum doulas, and peer support specialists with their ethnic communities. In 2025 we supported over 150 expecting mothers during their pregnancy and birth experience.

Position Purpose
The Embrace Community Liaison (CL) provides direct and culturally specific support to women enrolled in the program and its pilot project, "the Peace Project." The CL will teach Healthy Mom classes in their primary language or other relevant languages, provide interpretation and direct client support in various settings including the Peace Project and other medical appointments, empower the women in their classes to advocate for themselves with their medical providers, and attend births when necessary. This position will collaborate with the Embrace staff in order to contribute to the deployment of initiatives aligned with Friends of Refugees' mission, vision, and values.

Essential Job Functions:

Client Support - 50%
- Complete registration and orientation for newly accepted clients to Embrace and the Peace Project as assigned to them in relevant language(s)
- Create and review health goals with each assigned client throughout perinatal period
- Accompany and support clients in Peace Project appointments and related referrals, and facilitate care coordination with the Peace project team
- Encourage and instruct moms on self-advocacy within the medical system, which includes instructing moms on:
    - How to make appointments, how to get to appointments, and how to advocate for themselves
    - How to make a birth plan and share it with their provider
    - How to prepare for the postpartum period and bringing a newborn home, including pediatric care, self-care and family planning
- Coordinate appointments for assigned clients, including scheduling, arranging medicaid transportation, and communicating with paired volunteer as needed
- Support moms in accessing resources such as Medicaid and WIC, making referrals as necessary
- Attend and support moms in labor at hospital when requested, required when available

Healthy Moms Classes - 20%
- Teach, co-teach, or interpret for Healthy Moms classes in relevant language(s)
- Create birth plan with assigned clients, including transportation plan to hospital when in labor
- Coordinate transportation to/from classes for qualifying clients with Embrace Driver
- Arrange necessary materials, room set-up, and snacks for each class with support from volunteers or manager

PostPartum Home Visits (PPHV) - 20%

- Visit at least 50% of assigned clients in their home and conduct PPHV in relevant language(s) within 4 weeks of their birth (with support of CPD on staff if needed)
- Complete birth survey with assigned clients within 4 weeks of their birth
- Support clients in scheduling postpartum appointments, referring to early follow-up as needed (e.g., for elevated BP, abnormal depression screening results, etc.)
- Support clients in scheduling newborn pediatric appointments up to 2 months as needed

Administrative Tasks - 10%

- Input relevant data into the Embrace database including client registration, client support services, appointments, class attendance, client case notes, and birth surveys
- Attend bi-monthly staff meetings for communication, program improvement, and mutual encouragement across Embrace staff, weekly Care Circles, and monthly FOR staff meetings
- Meet with supervisor monthly for accountability, support, and communication

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Competencies

The Community Liaison should demonstrate competence in the following:

- Supportive of Friends of Refugees' overall vision, mission, and core values
- Desire to support, educate, and empower moms in their community
- Ability to balance workload and keep track of hours
- Report hours on a bi-weekly basis and seek assistance with issues related to schedule and/or workload to manager
- Desire to support, educate, and empower moms in their community
- Embody culturally-sensitive care and respect for all people
- Comfortable speaking in front of groups of less than 20 people

Experience and Qualifications

- This position requires a female candidate due to the nature of the work, which involves engaging directly in an all-female setting where cultural and religious considerations are fundamental to the organization's values and practices
- Ability to communicate effectively and with some medical knowledge in English and native/relevant language(s) required
- Proven capacity to develop and maintain effective work plans, organize details, set priorities, and meet deadlines required
- Must be able to adapt schedule depending on client needs including evenings and weekends required
- Experience working in women's or maternal health setting or birth support services preferred
- Experience working with spreadsheets, databases, and Google Suite applications preferred

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About Friends of Refugees

Friends of Refugees works in Clarkston, Georgia, to empower refugees through opportunities for well-being, education, and employment. Each year, thousands of refugees are formally welcomed to the United States, carrying dreams of a better life and the desire to escape political, religious, and ethnic persecution, or the violence of war within their home country. Many of these refugees start life over in Clarkston. Known for its diversity, Clarkston is often referred to as the "Ellis Island of the South." In the last 35 years, more than 40,000 New Americans have begun their American journeys in this area. Our work in Clarkston is shaped by some core beliefs:

- We believe that intelligence, ability, and ambition are equally distributed throughout humanity, but the opportunity to deploy those gifts for success is not.
- We believe we are called to stand in the gap to help new Americans overcome the challenges they experience and find the abundant life they were made for, one relationship at a time. We will fight for their highest possible good.
- We believe we serve best when we serve with others as part of the greater Clarkston community. Therefore, we proactively communicate, collaborate, and engage as neighbors supporting each other in achieving our goals.

Friends of Refugees is a Christian Community Development Association organization, seeking to model Christ's love in our mission and vision throughout our relationships in the community. Our organization has celebrated 25 years of service in Clarkston, empowering refugees through opportunities that provide for their well-being, education, and employment. We envision refugees experiencing abundant life in flourishing communities and do so through our values of relationship, dignity, empowerment, stewardship, and abundant life. We work across all faiths, ethnicities, social classes, and backgrounds, and there is no faith requirement in order to receive our services or to serve alongside us.

Equal Employment Opportunity

Friends of Refugees is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.