



The Application Process & Career Opportunities

Lutheran Services of Georgia (LSG) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, national origin, age, disability, family medical history or genetic information, marital status, military status, veteran status, political affiliation or any other characteristic protected by federal, state or local laws. LSG complies with state and local laws governing non-discrimination in employment in every location in which the Agency has facilities. This policy also applies to all other terms and conditions of employment.

An individual must be able to perform each essential function of the posted position satisfactorily. The requirements listed in the job posting are representative of the education, knowledge, competencies and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the posted position's essential functions.

In accordance with the Immigration Reform Act of 1986, LSG employs only U.S. citizens and lawfully authorized alien workers. All persons hired by LSG are required to verify identity and employment eligibility. LSG is a registered participant in the federal work authorization program, commonly known as E-Verify, and uses this program to verify the employment eligibility of all employees.

All persons hired by LSG must agree to undergo a criminal background investigation.

After viewing the list of current LSG job opportunities, prospective applicants must apply for specific vacancies. The job title, program or department and location must be included in the subject line of the email for applicants to be considered for employment.

Send a separate email to recruitment@lsga.org for each vacancy. Resumes sent to other email addresses will not be accepted.

The Human Resources department forwards résumés and cover letters to hiring managers; hiring managers then make selections for interviews. Only top candidates selected for interviews will be contacted by the hiring managers. Recruitment may be closed when a satisfactory applicant pool is identified; however, most job announcements remain open until positions are filled. Due to the large volume of applications received by the Human Resource department, we are unable to provide information on your application status.

No phone calls please.

Thank you for your interest in Lutheran Services of Georgia.

Title: Case Manager (2 positions)
Program: Specialized Foster Care
Locations: Atlanta
Date: January 17, 2017

Summary: The Case Manager is primarily responsible for the development and support of the service plans for individuals receiving services through Lutheran Services of Georgia (LSG). As such he/she serves as an advocate on behalf of these individuals and the caregivers who provide direct care. The Case Manager conducts home and school visits, attends court and panel reviews, accompanies children to medical and/or therapeutic appointments, etc. The Case Manager thoroughly documents all efforts. The Case Manager works in partnership with other team members and with other department to ensure children's needs are adequately met.

Qualifications: Bachelor's Degree in social work, psychology, special education, guidance counseling, or other human service or behavioral science field plus 2 years direct service experience with children and families **OR** a Master's degree in one of the aforementioned areas with one year paid work experience with children and families. Previous experience such as direct casework or supervision of individuals receiving services. Demonstrated skills in assessment, negotiation and problem solving. Ability to function independently and have flexibility, personal integrity and ability to work effectively with children, co-workers and support agencies. Ability to work in partnership with other team members. Excellent oral and written communication skills. Demonstrated counseling skills. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service populations' cultural and socioeconomic characteristics. Ability to forge a mutually respectful partnership with person served and their families to help them gain the skills and confidence to address any issues and problems they face. Computer skills i.e Microsoft Office Suite (Word, Excel, Outlook) Database knowledge (Extended Reach, GA Score and GA Shines). Must have personal vehicle, valid Georgia Driver's License and appropriate personal auto insurance and good driving record. Must pass a comprehensive background check including work references, FBI/NCIC criminal records check, child protective services check, sexual offenders check and MVR report. The following would be helpful: Prefer 5 years of continuous supervised social work experience working directly with children and families. DFCS Foundations training. Master's degree in social work working with foster care and adoptions.

Send your resume and cover letter to recruitment@lsga.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for the position.

Title: Independent Contractor Manager II

Program: FACES

Locations: Rome

Date: January 5, 2017

Summary: The Independent Contract Manager II (ICM II) provides leadership in the FACES program and supports the Independent Contract Manager(s). The ICM II recruits new Independent Contractors into the designated area and secures new placements. The FACES program is designed to keep adults, adolescents and children with disabilities in their communities. This job description will be reviewed in 6 months.

Qualifications: A bachelor's degree in a human services field AND years of experience in providing human services to individuals with intellectual/developmental disabilities or 5 years' experience providing services through the COMP or NOW waiver and extensive knowledge in Medicaid funded program requirements for individuals with a developmental disability. Completion of the introductory period with satisfactory performance at the Independent Contractor Manager I, Case Manager or Recruiter or equivalent experience. Has demonstrated skills in resource and capacity development and can work independently; Experience with conducting DBHDD mandated trainings. Is knowledgeable of the various Region and Division units and key personnel; Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face. Conviction about the capacity of people to grow and change. Ability to work in partnership with other team members. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population's cultural and socioeconomic characteristics. Must hold a valid Georgia Driver's license, have personal auto insurance and a good driving record. Must be available to work nights and weekends to fulfill on call responsibilities. The following would be helpful: Master's degree, coursework or experience in marketing.

Send your resume and cover letter to recruitment@lsqa.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for the position.

Title: Independent Contractor Manager I, DDP (2 positions)
Program: FACES
Locations: Rome and Columbus
Date: January 5, 2017

Summary: The Independent Contract Manager (ICM I) is a designated Developmental Disabilities Professional and provides leadership in the development and support of the service plans for individuals receiving services and ensures Support Companion compliance with Host Home regulations. The ICM I also provides comprehensive support services to intellectually disabled individuals placed in host homes in the community and conducts visits at least monthly to monitor the health and safety of the individual while ensuring compliance with regulatory standards. Our FACES program is designed to keep adults, adolescents and children with disabilities in their communities.

Minimum Qualifications: A bachelor's degree in social work OR a bachelor's degree in human services field other than social work (including the study of human behavior, human development or basic human care needs) AND with specialized training OR three years of experience in providing human services to individuals with intellectual/developmental disabilities. Minimum of three years of experience in the Developmental Disabilities service delivery field; Must have and maintain the Developmental Disabilities Professional designation and complete all training requirements. Has demonstrated skills in resource and capacity development and can work independently; Is knowledgeable of the various Region and Division units and key personnel; Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face. Conviction about the capacity of people to grow and change. Ability to work in partnership with other team members. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population's cultural and socioeconomic characteristics. Must hold a valid Georgia Driver's license, have a multi-passenger vehicle, have personal auto insurance and a good driving record. Must be available to work nights and weekends to fulfill on call responsibilities.

Send your resume and cover letter to recruitment@lsqa.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for the position.

Title: Kids Club Coordinator (Part-Time 20 hours per week)
Program: Refugee Services
Location: Atlanta
Date: October 27, 2016

Summary: Under the supervision of the Atlanta Program Manager, the Kids Club Coordinator will plan, direct and coordinate activities of the Kids Club program. The primary purpose of the Kid Club program is to promote the healthy adjustment of refugee children who have been resettled in the United States. The Kids Club Coordinator will deliver a program that meet the needs and interests of the targeted population. She/he will monitor collaboration and teamwork among the program staff and report issues to the Atlanta Program Manager. She/he will cultivate relationships with community resources, including private and public agencies.

Qualifications: Bachelor's degree in a social service or similar field and minimum of two years of previous direct work experience in a culturally diverse environment, or an equivalent combination of education and experience. Ability to organize multiple client-related activities. Excellent oral and written communication skills in English. Ability to balance the needs of the client and the employer. Conviction about the capacity of people to grow and change. Ability to set limits and maintain the helping role of the practitioner. Excellent computer skills, accurate typing, and knowledge of Microsoft Word, Excel, and Outlook. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population's cultural and socioeconomic characteristics. Must own a personal multi-passenger vehicle, hold a valid Georgia Driver's license and have personal auto insurance and a good driving record. Or possess an equivalent combination of education, experience, competencies, skills and knowledge that ensures the successful completing of the essential job responsibilities.

The following would be helpful: Master's degree in social work, social science, or related field. Knowledge of immigration and/or refugee issues. Experience with human services programs. Ability to read, write and speak a relevant foreign language. Ability to connect with people and express a caring attitude. Must exercise good judgment, recognize potential problems and quickly take action. Proactive problem solver. Ability to adapt quickly to changing conditions

Send your resume and cover letter to recruitment@lsqa.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for the position.

Title: Special Events Manager
Department: Development
Location: Atlanta
Date: August 11, 2016

Summary: Lutheran Services of Georgia (LSG) is seeking a Special Events Manager to be part of its Development Team. The Special Events Manager will raise funds through event fundraising strategies that are designed to engage the public and promote the mission of LSG. This position will work closely with other members of the Development Department to solicit, and engage Corporate, Church and Individual donors for LSG Events. The Special Events Manager will also assist with the marketing and promotion of all LSG fundraising and program related events.

Qualifications: Bachelor degree in communications, public relations, human services or related field. Minimum two years' experience in special event coordination, corporate fundraising and working with volunteers (to include Board, event committee members and corporate). Excellent planning and organizational skills. Detail oriented. Ability to function effectively as a member of a team. Demonstrated superior written and oral communication skills. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service populations' cultural and socioeconomic characteristics. Experience with public speaking. Experience handling multiple priorities. Above average skills in Microsoft Office including Word (e.g. mail merge, tables, inserting pictures and other graphics), Excel (e.g. creating, understanding and using spreadsheets), and PowerPoint (e.g. creating basic presentations). Must own a personal vehicle, have a valid Georgia driver's license, automobile insurance and good driving record. Subject to comprehensive background check.

Send your resume and cover letter to recruitment@lsga.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for the position.

Job Title: Administrative Assistant – Front Desk
Program: Administration
Location: Atlanta
Date: Ongoing

In order to be considered for an Administrative Assistant- Front Desk position, applicants must include the job title, and location in the subject line of the e-mail.

This position is scheduled to work “as needed” during the regular employee’s leave.

Summary: The Administrative Assistant is responsible for completing a variety of tasks that contribute to the efficiency and effectiveness of the Agency including answering the main switchboard, greeting visitors, handling incoming and outgoing mail, producing and distributing the LSG telephone directory, ordering supplies, validating parking vouchers, processing invoices and providing administrative support to LSG departments. This job description will be reviewed and modified as required.

Qualifications: High School graduate or equivalent. Minimum two years of experience working in an office environment. Must be able to operate office equipment including computer, multi-line phone, fax machine, copiers, printers, typewriter, etc. or have an equivalent combination of education, experience and skills. Must have advanced computer skills including Windows, Outlook, Excel, Word, database management, etc. Must be able to do mail merges. Must have excellent administrative skills, superior attention to detail and advanced oral and written communication skills. Must type 40 words per minute accurately. Must be able to take detailed meeting notes. Must be organized, have the ability to multi-task, establish priorities and work with limited supervision. Must be able to anticipate staff needs and be proactive. Must be able to keep confidential information and remain composed under pressure. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population’s cultural and socioeconomic characteristics. Must hold a valid Georgia Driver’s License and have personal auto insurance and a good driving record. The following would be helpful: Formal education beyond high school in office administration and/or system administration. Knowledge of languages other than English.

Send your resume and cover letter to recruitment@lsqa.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for employment.

Job Title: Transporter (Part-time, as needed)
Program: Family Intervention Services
Locations: Atlanta or Savannah
Date: Ongoing

In order to be considered for a Transporter position, applicants must include the job title, and location in the subject line of the e-mail.

Summary: The Transporter drives children and adults to scheduled appointments at the LSG office or other locations in the community. He/she completes required documentation and may supervise visitations. In addition, the Transporter may be assigned routine administrative duties such as answering phones and filing. The Transporter may supervise visitations independently or with another staff member if she/he has a Bachelor's Degree in social work or another social science field such as sociology or psychology from an accredited school.

Qualifications: Education-high school diploma or equivalent. Experience working with children and adolescents in professional and/or personal capacity. Experience writing documentation. Must be computer literate and have experience using Word, Excel, Outlook and the Internet. . Must have the ability to work in partnership with other team members. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population's cultural and socioeconomic characteristics. Must complete a comprehensive background check. Must own a personal multi-passenger vehicle with child safety locks and have a valid Georgia Driver's license, good driving record and personal auto insurance. Must be able to correctly install and use automobile child safety equipment. Must have the ability to read and follow maps and written directions including information from the Internet i.e. Map Quest. Must have the ability to use a GPS system to locate personal residences, schools and other locations in the community. A Bachelor's Degree in social work or another social science field such as sociology or psychology from an accredited school would be helpful.

Send your resume and cover letter to recruitment@lsga.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for employment.

Job Title: Home Study, Training and Supervision Case Manager
(Part-time, as needed)
Programs: Foster Care and Adoption
Location: Atlanta, Rome or Savannah **Date:** Ongoing

In order to be considered for a Home Study, Training and Supervision Case Manager position, applicants must **have completed IMPACT Leader Training and be IMPACT Family Centered Practice Certified and include the job title, programs and location in the subject line of the email.**

Summary: LSG is looking for an available group of Home Study, Training and Supervision Case Managers to work in Atlanta, Rome or Savannah. The Home Study, Training and Supervision case managers complete specific product assignments for the foster care and adoption programs. The assignments primarily center on the home study process for families that have completed the initial IMPACT training or cooperative domestic infant adoption training and are waiting to foster or adopt children. The assignments may also include consultations with the families via phone and supervision of adoptions.

Qualifications: Must have completed IMPACT Leader Training and be IMPACT Family Centered Practice Certified. Bachelor's Degree in a social work related field and at least five years of experience working in child welfare or Master's Degree in social work or a related field and at least two years of work experience in child welfare preferably in foster care or adoption. Must possess excellent interviewing skills. Computer skills. i.e. Micro Soft Office Suite, Outlook and electronic client records. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population's cultural and socioeconomic characteristics. Must hold a valid Georgia Driver's license, have personal automobile insurance and a good driving record. The following would be helpful: experience writing home studies for foster homes and/or adoptive homes.

Send your resume and cover letter to recruitment@lsga.org. The job title, program or department and location must be included on the email subject line for applicants to be considered for employment.

Job Title: Interpreters (Part time, as needed.)
Program: Refugee Resettlement
Location: Savannah or Atlanta
Date: Ongoing

In order to be considered for an Interpreter position, applicants must include the job title, program name and location in the subject line in the e-mail.

Relevant Languages: Arabic, Burmese, Chin, Farsi, French, Karen, Karenni, Kinyarwanda, Kirundi, Kiswahili, Nepali, Somali, and/or Spanish

Summary: The Interpreter must be fluent in English and one of the languages listed above. He/she is responsible for interpreting oral language or translating written text from one language into another for Refugee and Immigration Services programs on an as needed basis. Programs include Resettlement and Placement, Matching Grant, Cultural Orientation, DHS Employment and Social Adjustment, and Immigration Services. Interpreter will facilitate effective communication between clients in both individual and group settings such as intake and orientation, service provider appointments, and formal meetings.

Qualifications: Must be fluent in English and one of the relevant languages listed above. Must have competent oral, written and interpersonal communications skills. Must have the ability to communicate with all persons in a culturally competent manner. Must be sensitive to the service population's cultural and socioeconomic characteristics. Must have the ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face. Must have the ability and desire to work within a team environment and ability to work independently. Must have the conviction about the capacity of people to grow and change. Must have the ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.

The following would be helpful: High School diploma or equivalent. Experience working with people from a variety of cultures and ethnic backgrounds. Previous interpretation and translation experience.

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