

## Ontario County Department Of Refugee Services

### **Opening Statement:**

My Name is Jacob Welch and as a Ukrainian and American it's troubling to see the Vass amount of number of women, men, and children fleeing their countries. The OCDFS main goal is to support and advocate for refugees looking for safety, shelter, and care. The Ontario County Department of Refugee Services can provide refugees the security they need while providing a chance for opportunity, growth, and services in the Finger Lakes region.

In this program, The Ontario County Department Of Refugee Services will provide the following services

- **Residential services for Refugee families and Dependencies:**
  - Community, and Independent based activities
  - Education opportunity and growth
  - Work with local and State human Services services
  - 24 hour around the clock Staff
  - Case Management worker
  - Provide, advocate and support for person Centered goal and skills
  - Refugee low-income Apartment Program
- **Referral program:**
  - Refugee Referral Councilors for Community based services and goals
  - Partnership strategies and financial relief with local and state departments and or Ontario County Department Of Refugee Services
  - Temporary Financial assistance services through local, state, federal, and or OCDFS programs
- **Community outreach services:**
  - Work with and collaborate with existing non-profit organizations to support and advocate for refugees.
  - Provide ongoing follow-ups and support after discharge from a refugee program and or the OCDFS
  - Support and advocate for more community-based services for refugees.
  - Family, Children, and adult care Workers
  - Assisted in employment opportunities
- **Financial Assistance Program:**
  - Provide temporary financial relief to struggling refugee families and independence.
  - Provide one-time school purchase supplies for refugees enrollment in a school educational program

- **Education Assistance Program:**

- The OCDFS Will assist families and or individuals who are in need of education enrollment. OCDFS will Partner with Canandaigua District schools and or surrounding schools that have open availability for enrollment.

- **Citizenship Services Program**

- Citizenship social worker
- The OCDFS will support all refugees who would like to become American citizens. The Department will work closely with refugees in existing services and or within the Ontario County Department of Refugee Services to advocate and support the refugee in the right department and services.

The Services listed above can provide families, children, and Dependence that are fleeing a country and or are on a waiting list, the Aid, support, advocacy, and the opportunity to grow while obtaining services through the Ontario County Refugee Department. The OCDFS can take in refugees from the surrounding counties, and or worldwide. This department will give everyone that participates within the department equal opportunity and service.

I hope that this department can make a positive impact on people's lives while having the opportunity to expand and help a greater population of people. It's my hope that this department can provide support, advocacy, education growth, and opportunity while assisting in relief, independence, support, and advocacy to consumers that are residing in the variety of services through the Ontario County Refugee Department.

**Explain in more detail what each service is, how the structure is of each service provided and what population it targets within the refugee community?**

Services:

**Residential:** In this service, the OCDFS Will provide Housing for families and dependents fleeing a country and or on a waiting list that is already in the United States.

In this program, there will be two different kinds of Residential opportunities for refugees. These are as follows

Option one:

RCR- (Refugee Community Residence) this Program setting is a home-style and will house a total of 20 refugees at a time. This program will have 24-hour around-the-clock staff, 3 meals a day, snacks, beds, blankets, and running hot and cold water. Each refugee will have their own room for privacy but will share a living room, dining -room, kitchen, and lounge area.

There also will be a medication room where the refugees must have documentation and or show proof that medication belongs to the refugee to be able to take their own meds. The

Residential Coordinator will collaborate with any existing Services and or programs that the refugee was in to obtain and or identify such information. A lockbox with a key will be given to the refugee if he or she is permitted to have medication and is able to take them with proof of a doctor's signature. A spare key will be kept in the staff's office.

Each refugee will be assigned a residential Counselor and Case Manager. Their main focus is to meet with a refugee twice a week to discuss goals and objectives with their client to further assist and work towards Program discharge and obtain more services. The residential Counselor must maintain proper communication between the case manager and case manager the residential counselor to address any concerns and or strategize ways to better support and assist the client.

There will be a curfew for refugees that chooses to leave the property, curfew is 10:00 pm there will be a 15-minute waiting period after 10:00 pm in which if the refugee(s) are not back. The Residential Counselor must contact the number they give upon admission within 15 minutes after 10 pm. If there is no response he or she must call the housing Manager and the authorities. The residential Counselors must maintain good and clear documentation in the Awards system and flag the note he or she wrote as red. If the system is down. Then the residential counselor must handwrite the incident in a client progress note and submit it to the housing Manager in person and or via email explaining that the Awards system was down and therefore he or she had to handwrite the note.

The RCR will have community meetings twice a month, this is where the refugees can share public concerns with their community members along with the staff member who is running the group. This meeting will not target other refugees but instead, target issues within the RCR that can be addressed in a public space, if there is a personal issue with another resident then that resident who has an issue should fill out a grievance form and or speak to a residential Counselor in private.

Animals are NOT permitted on the property unless a refugee(s) therapist and the house Manager has signed off saying it's ok. The restriction on what kind of Animal and how big will be up to the housing Manager.

For children who are in this program with an adult who is responsible for him or her and or are dependent. There will be educational opportunities for the child and or guardian to be enrolled in. A bus will come to pick up the child and or guardian and drop them off to where their education program is. Transportation will also be provided to health appointments and other required appointments during the day if public transportation is not an option or available.

There are to be **NO DRUGS** of any kind in less approved by a doctor for a refugee to have. Room checks will be done once a week with a goal to do room checks once a month for each refugee, However, if drugs are found during a room check search and or anywhere on the property. Then immediate action will be taken which could result in immediate discharge and or legal action.

Program schedule: **Monday Through Friday**

7:30 am- 8:30 am: breakfast/ AM medication and morning education programs for residents who are enrolled.

8:30 am-11:30 am: residential counselor meets with refugees, and helps with setting appointments and or meeting with their Case Manager

11:30am-12:30pm: lunch

12:30 pm-2:30 pm: finish meeting with refugees, if finished, open personal skilled groups can be started

2:30pm- 4:00pm: Independent time and staff switch/meeting, refugees returning from school programs/ snack time

4:00pm-5:30pm: open personal skills group

5:30pm-6:30pm: Dinner

6:30pm-8:00pm: Evening activities

8:00 pm- 10:00: Independent time and winding down

10:00pm-7:29am: Program Closed

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**RCR Over the Weekend Schedule:**

9:00am- 10:30 am: breakfast

10:30am - 11:30am Free independent time

11:30am - 12:30pm: Lunch

12:30pm- 2:30Pm: Community Group Activity skills group/ Snack

2:30pm- 5:30pm: Afternoon/ Evening Activity

5:30pm- 6:30pm: Dinner

6:30pm- 8:00Pm: Evening Group Activity

8:00pm- 10:00pm; Independent Structure time/ Winding down

For the weekend, the Sunday schedule will follow the same as the Saturdays schedule, The RCR staff can not force and or give consequences to residents if they choose not to participate, however, a residential staff member must maintain proper documentation in regards to who participates and who doesn't, as this will help the department Administration staff on deciding if the Residential Program is a good fit for that refugee.

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**What is the staff schedule look like and how many hours will each residential staff work?**

**Staffing Schedule for RCR:**

**Housing Manager x1**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the housing Manager will get paid Time and a half for compensation of overtime hours. The Housing Manager will work Monday Through Friday, occasionally may have to work on a weekend

**Residential Coordinator x1**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the residential Coordinator will get paid Time and a half for compensation of overtime hours. He or she may have to stay later in the evening and or come in on the weekends occasionally.

**Residential Case Manager x 3**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Residential Case Manager will get paid Time and a half for compensation of overtime hours. The Residential Case Manager may have to stay later in the evening to assist in evening activities and or assist Residential staff, this will be based on the residential House manager and or Coordinator

**AM Residential Councilor**

7:30 am-3:30 pm- His or her schedule is subject to change if there is a staff shortage within the RCR Program. His or her caseload will be working with 7 clients every week, she or he will work Monday through Friday anything over 40 hours a week the AM residential Counselor will get paid time and a half

**PM Residential Counselor**

3:30 pm-11:00 pm His or her schedule is subject to change if there is a staff shortage within the RCR Program. His or her caseload will be working with 7 clients every week, she or he will work Monday through Friday anything over 40 hours a week the AM residential Counselor will get paid time and a half

**PM Residential Counselor**

3:30 pm- 11:00 pm His or her schedule is subject to change if there is a staff shortage within the RCR Program. His or her caseload will be working with 6 clients every week, she or he will work Tuesday, Wednesday, Friday, and Saturday anything over 40 hours a week the PM residential Counselor will get paid time and a half

**Overnight Counselor: Monday through Friday**

11:00 pm- 7:30 AM: He or her schedule will be Monday through Friday, however, this schedule is subject to change if there is a staff shortage or a mandatory shift coverage. The overnight counselor will get paid time and a half for anything over 40 hours a week for overtime hours of work.

**Overnight counselor: Saturday and Sunday (Part-time)**

11:00pm-7:30am: His or her schedule will be Saturday and Sunday, however, this schedule is subject to change if there is a staff shortage or a mandatory shift coverage. The overnight counselor will get paid time and a half for anything over 40 hours a week for overtime hours of work.

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Option: 2

Refugee Apartment Program (RAP)

In this Program, Refugees that show good growth and a high level of Independence skills after 6 to 12 months in the RCR (Refugee Community Residence Program) can be referred to the RAP Program( Refugee Apartment Program), He or she will be given a one or 2 bedroom apartment everything will be furnished within the apartment. Those who qualify for a 2 bedroom apartment will be based on the following.

- Family size
- If a refugee has shown the ability to live by him or herself along with a high level of dependency on his or herself
- Refugee status in regards to their Citizenship and or temporary refugee status.
- Willingness to be able to Work
- Willingness to utilize community-based services

If a refugee is getting temporary financial assistance from another government program, that refugee must pay a percentage of what he or she is receiving for their rent. Further information on this topic can be discussed at a later date.

This program is a 6 to 12-month program, however, more time can be approved for a refugee by the department Director. While In this Program a Refugee will be assigned a Family, and or Adult case Worker, His or her job is to check in on the refugee and or family and to make sure that services are still being received to the refugee and or family. The Family and or the Adult caseworker will also be responsible to maintain proper communication between the Residential

Manager and the Apartment Program Manager to make sure that when receiving referrals the refugee's needs are met and that all services are transferred smoothly to the Apartment Program.

This program is NOT a 24-hour Program, nor will there be a set schedule during and or throughout the week or day. Therefore the refugee must maintain proper and effective communication with Apartment Program staff and or the family or Adult caseworker on any appointments and or upcoming events that he or she has to attend. There will be a 24-hour on-call number for refugees to utilize if they need to use it. The Family and or adult Case Worker will need to see their caseload twice a month. The RAP will be able to hold 50 units and house 50 Individuals.

The Family and or adult Caseworker must also assist Apartment Program staff with quarterly fire and smoke detectors testing, to assist in maintaining safety in the apartment for the tenant and his or her family. Activities will still be held during the week as well as trips to the community stores to get what he or she needs for the month, this store trip will be provided on certain days of the week and or month.

Ontario County Department Of Refugee Services will provide a one-time purchase for cleaning, kitchenware, and other necessities needed for the refugee and or family of that refugee to utilize when renting an apartment through the Refugee Apartment Program.

Any medications that a refugee has must be able to be self-administered without the Apartment office staff and or caseworkers administering them to the refugee.

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**What does the staff schedule look like and how many hours will each residential staff work?**

**Staffing Schedule for RAP:**

**Apartment Program Manager x1**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Apartment Program Manager will get paid Time and a half for compensation of overtime hours. The Housing Manager will work Monday Through Friday.

**Apartment Program Coordinator x1**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the apartment program coordinator will get paid Time and a half for compensation of overtime hours. He or she may have to stay later in the evening Occasionally.

**Family caseworker**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Family caseworker will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

**Family caseworker**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Family caseworker will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

**Adult CaseWorker**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Adult caseworker will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

**Adult CaseWorker**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Adult caseworker will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

**Adult CaseWorker**

8:00 am - 4:00 pm: His or her schedule will not change unless he or she is mandated to cover a shift if he or she can not find staff to cover a shift, in which case anything over 40 hours a week, the Adult caseworker will get paid time and a half for hours worked over 40 hours. the Family caseworker must meet with his or her caseload of 10 twice a month

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**Referral Assistance Program:**

The OCDFS Will provide Refugee Referral counselors to refugees seeking more services through Ontario county and or other government programs, he or she will work closely with the existing services that the refugee already is receiving while keeping effective communication with the refugee's Caseworkers, Housing and Apartment Managers and or other service providers that the refugee and their family may be receiving. This also helps the Department to make sure the refugee is not receiving a duplication of services through non-profit or other government agencies.

The Ontario County Department Of Refugee Services will partner with the following department to maintain a high level of partnership, communication, and services to its participants.



- Ontario County Department Of Social Services
- Ontario County Department Of Public Health
- Ontario County Department Of Mental Health
- Ontario County Jail
- Ontario County Sheriffs' office
- US Department Of Homeland Security
- Ontario County Department Of Probation
- Ontario county Workforce devolvement

Ontario County Department Of Refugee Services is committed to keeping open effective communication with the US, State, and County Departments and the departments listed above. We are also committed to supporting, advocating and providing skill sets that can help refugees long term while committing to keep the confidentiality and respect of our consumers looking and or participating in our programs

### **Who Can make referrals to the Ontario County Department Of Refugee Services?**

The following Departments and or alliances may put in a referral to the department Of Refugee Services in Ontario County

- Ontario County Departments
- Spoa committee coordinators
- Other non-Ontario County Departments
- Non Profit agencies
- Community Human Services Workers
- Social Workers
- Councilors and therapists
- Community political officials
- State Departments
- US Departments

Ontario County Department Of Refugee Services offers volunteer services, Meaning that any of our consumers that attended any of our programs through the Ontario County Department of Refugee Services may opt-out, or even leave at their own will. As it is the consumer's right and choice if he or she wishes to do so.

Employees that work for the Ontario County Department Of Refugee Services May put in an internal referral on behalf of their clients for the Financial Relief Assistance Program.

### **Community Outreach Services:**

In this Program The OCDFS will maintain a 90-day follow-up after a refugee has been discharged from the Ontario County Department Of Refugee Services. This program is designed to further assist refugees in their recovery and safety. After three months the OCDFS

will no longer reach out to the refugee unless there is a request from the client to do so and the OCDFS will maintain an over-the-phone follow-up every two months. This service will end if the refugee leaves and returns to his or her country.

The OCDFS will maintain and collaborate with existing service providers and Non-Profit Organization providers that the Refugee has, this helps the department to provide services that the refugee has not already received and or is about to receive. The Family Caseworker and Adult Caseworker will collaborate and work closely together in the community to make sure that all appropriate services can be offered to the refugee and his or her family.

The family and Adult Case manager along with the Case Manager will work closely with their clients in regards to supporting and aiding them to find employment and or volunteer opportunities based on their goal treatment plans. Ontario County Department of Refugee Services is committed to working With the Ontario County Workforce Development, to support and provide long-lasting independent workforce skills for our consumers.

### **Financial Assistance Program**

In this Program, OCDFS Will offer a one time purchase of Schools supplies for refugees enrolled in a school program in Ontario county, along with offering a one-time purchase of kitchenware and other necessities needed for our consumers in our Refugee Apartment Program, This program will also provide Temporary Financial Relief aid for refugees, qualifications will be based on the following.

1. How much money were you making a month and year before the domestic and or international disaster happened?
2. Do you have access to your money? how immediate can you get access to your money?. If you can not have or get access to your money, what is the cause of it?
3. How well are your money management skills
4. How many children do you have
5. Are you married
6. What have you lost in regards to the disaster?
7. What services are you receiving now? Are any of the services providing or in the process of giving you financial assistance.

This Information will Help the Ontario County Department Of Refugee Services decide how much a refugee and or family may be entitled to based on these quotations listed above.

The max that an independent refugee over the age of 18 years can receive, is between the amount of \$450.00 and \$750.00 either monthly or weekly equaling the max amount shown above.

Families with children May be entitled to receive between the amount of \$1,000.00 to 1,300.00 a month or weekly equaling the max amount received.

Survivors under the age of 18 and who are dependent on themselves may be entitled to receive between 250.00 to 450.00 a month or weekly equaling the max amount received.

**Education Assistance Program:**

The OCDFS Will assist families and or individuals who are in need of education enrollment. OCDFS will Partner with Canandaigua District schools and or surrounding schools that have open availability for enrollment. Transportation will be provided for school purposes, and a one-time purchase of school supplies will also be given to refugees that are enrolled in an education program.

**Citizenship Services Program:**

The Ontario County Department Of Refugee Services will partner with different state, federal and county governments to ensure that the refugee is directed and provided the right service. The OCDFS will provide Refugee Social Workers who will communicate on behalf of their clients based on their needs of citizenship, such as paperwork, transportation, communication, and goals. With the appropriate departments on a county, state, and federal basis.

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**What does your Department need to Operate adequately?**

The Ontario County Department of Refugee Services Will need the following to Adequately provide services to the community.

- Corporate Building
- Office Supplies
- Portable Electronics
- Desktops
- Training software (Awards) documentation system
- Staff
- Phones
- Printers
- Vehicles
- Financial Stability (Federal and State grants, fundraisers, Financial drives)
- Ontario County approved Business Bank

These are just the beginning of what we will need to start operations for this department. will request Funds from State, county, and grants. Donation opportunities and fundraisers are open to the public as well.

### **Staff Needed To Run this Department:**

#### **Administration:**

- Department Director
- Department Deputy Director
- Chief Of staff
- Chief Financial Officer
- Human Resources Director
- Refugee Housing Director
- Community Services Director
- Emergency Financial Director
- Citizenship program Director
- County Grant Writer
- County Lawyer
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#### **Department Staff:**

- Refugee Referral Councilor
- Community Residential Workers (Outreach)
- Residential coordinator
- Apartment Residential Workers
- Apartment coordinator
- Program Managers
- Family Caseworkers
- Adult Caseworkers
- Residential Case Manager
- Citizenship Social Worker
- Residential councilors

### **How many Staff will you need to run your department?:**

<b>Position:</b>	<b>Department:</b>	<b>total:</b>
Department Director.	Administration.	One
Department Deputy Director.	Administration.	One
Chief Of Staff.	Administration.	One
Chief Financial Officer.	Administration.	One
Human Resources Director.	Administration.	One
Refugee Housing Director.	Administration.	One
Community Services Director	Administration.	One
Emergency Financial Director.	Administration.	One

Citizenship program Director	Administration.	One
County Grant Writer.	Administration.	One
County Lawyer.	Administration.	One

Department Staff:

Refugee Referral Counselor	Referral services.	15
Community Residential Workers.	Community Outreach	10
Residential coordinator.	Residential services.	1
Residential Workers	Residential Services	5
Apartment Residential Workers.	Residential services.	5
Apartment coordinator.	Residential services.	1
Program Managers.	Management	4
Family Caseworkers.	Residential/community	2
Adult Caseworkers.	Residential/Community	3
Residential Case Manager.	Residential Services.	3
Citizenship Social Worker.	Citizenship Services.	10

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**How many Administration Staff do you have in total?**

The total amount of Administration Staff needed for the Ontario County Department Of Refugee Services is: 11

**How many Department Staff do you have in total?**

The total amount of Department Staff needed for the Ontario County Department Of Refugee Services is: 59

**Combined between Administration and department staff, how many Staff Total is needed?**

A combined amount of staff Needed between the administration and Department staff is: 70

**Please Note:** this is an average number of Department Staff, as this department does not know the ratio between the demand of clients vs staff as of yet.

**What is the hourly wage for each Staff?**

**Administration Staff:**

Title:	Hourly rate:	Monthly rate:	Yearly rate:	total rate:
Department Director	\$62.29	\$10,830.00	\$130,000.00	\$130,000.00
Department Deputy Director	\$55.29	\$9,583.33	\$115,000.00	\$115,000.00
Chief Of staff	\$50.00	\$8,750.00	\$105,000.00	\$105,000.00

Chief Financial Officer	\$45.00	\$7,875.00	\$94,500.00	\$94,500.00
Human Resources Director.	\$44.62	\$7,250.00	\$87,000.00	\$87,000.00
Refugee Housing Director	\$38.00	\$6,650.00	\$79,800.00	\$79,800.00
Community Services Director	\$33.00	\$5,775.00	\$69,300.00	\$69,300.00
Emergency Financial Director	\$32.00	\$5,600.00	\$67,200.00	\$67,200.00
Citizenship program Director	\$40.00	\$7,000.00	\$84,000.00	\$84,000.00
County Grant Writer	\$43.00	\$6,987.00	\$83,850.00	\$83,850.00
County Lawyer	\$61.00	\$10,675.00	\$128,100.00	\$128,100.00

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Total Amount Paid out for Administration Staff: **Monthly:\$86,975.33 Yearly:\$959,900.00**

**Department Staff:**

<b>Title:</b>	<b>Hourly rate:</b>	<b>Monthly rate:</b>	<b>Yearly rate:</b>	<b>total rate:</b>
Refugee Referral Counselor	\$25.00	\$4,333.00	\$52,000.00	\$52,000.00
Community Residential Workers	\$24.00	\$4,200.00	\$50,400.00	\$50,400.00
Residential coordinator	\$23.00	\$4,025.00	\$48,300.00	\$48,300.00
Apartment Residential Workers	\$24.00	\$4,200.00	\$50,400.00	\$50,400.00
Apartment coordinator	\$26.00	\$4,550.00	\$54,600.00	\$54,600.00
Program Managers	\$30.00	\$5,200.00	\$62,400.00	\$62,400.00
Family Caseworkers	\$25.00	\$4,333.00	\$52,000.00	\$52,000.00
Adult Caseworkers	\$25.00	\$4,333.00	\$52,000.00	\$52,000.00
Residential Case Manager	\$24.00	\$4,200.00	\$50,400.00	\$50,400.00
Citizenship Social Worker	\$28.00	\$4,900.00	\$58,800.00	\$58,800.00
Residential Worker	\$22.00	\$3,850.00	\$46,200.00	\$46,200.00

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Total Amount Paid out to Department Staff: **Monthly:\$48,124.00 Yearly:\$99,700.00**

Take the Number of Department Staff and Multiplay the total Hours per Rate, Month, and Year to get the total amount of Hourly, Monthly, and Yearly rate combined per Department staff:

**Department Staff:**

<b>Title:</b>	<b>Hourly rate:</b>	<b>Monthly rate:</b>	<b>Yearly rate:</b>	<b>total rate:</b>
Refugee Referral Counselor (15)	\$375.00	\$64,995.00	\$780,000.00	\$780,000.00
Community Residential Workers(10)	\$240.00	\$42,000.00	\$500,400.00	\$500,400.00
Residential coordinator	\$23.00	\$4,025.00	\$48,300.00	\$48,300.00
Apartment Residential Workers(5)	\$120.00	\$21,000.00	\$252,000.00	\$252,000.00
Apartment coordinator(1)	\$26.00	\$4,550.00	\$54,600.00	\$54,600.00
Program Managers(4)	\$120.00	\$20,800.00	\$249,600.00	\$249,600.00
Family Caseworkers(2)	\$50.00	\$8,666.00	\$104,000.00	\$104,000.00
Adult Caseworkers (3)	\$75.00	\$12,999.00	\$155,988.00	\$155,988.00
Residential Case Manager(3)	\$72.00	\$12,666.00	\$151,992.00	\$151,992.00
Citizenship Social Worke (10)	\$280.00	\$49,000.00	\$588,000.00	\$588,000.00
Residential Workers(5)	\$110.00	\$19,250.00	\$231,000.00	\$231,000.00

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Final Total Amount Paid to DS: **Hourly\$1,491.00 Monthly\$259,951 Yearly\$3,115,880.00**

**Does your department need any vehicles if so how many and how much will they cost?**

The Ontario County Department Of Refugee Services Will need the following vehicles.

- Cars(A total Of 5)
- Vans(A total Of 5)

**Cars:** all cars must have 4 doors, seatbelts, proper safety, and working deploying airbags, all Cars may not be under the year 2014 for safety reasons.

**Vans:** All vans must fit no more than 7 passengers at a time, 4 working doors, Seat belts, Proper safety, and working Deploying Airbags. all Vans can not be under the year 2014 due to safety precautions.

Car: 2018 Hyundai Elantra SE MPG Up to 29 city / 38 highway Horsepower 147 hp  
Engine 2.0 L 4-cylinder Dimensions 180" L x 71" W x 57" H Transmission 6-speed automatic,  
6-speed manual Driveline Front-wheel drive Curb weight 2,767 to 2,811 lbs overall NHTSA  
safety rating 4 star Warranty 5 yr/60,000 mi basic, 10 yr/100,000 mi powertrain  
Seating capacity5 Price:\$16,000-\$19,000

Price:\$16,000.00

X 5 Cars

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Total: \$80,000.00

80,000.00

Divided BY 72 Months

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payment:\$1081.00 a month

**Vans:** 2017 Dodge Grand Caravan  
MPG17 city / 25 highwayHorsepower283 hp  
Engine3.6LV6 Towing capacity 3,600 lbs  
Dimensions 203" L x 79" W x 68" H Transmission 6-speed automatic  
Driveline Front-wheel drive Curb weight 4,321 to 4,483 lbs  
Overall NHTSA safety rating  
4 star Warranty 3 yr/36,000 mi basic, 5 yr/60,000 mi powertrain  
Seating capacity 7

Van Price: **\$25,500.00**

25,500.00

X 5 Vans

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Payment \$ 127,500.00

**127,500.00**

Divided By 72 Months

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= Payment of \$1770.83 A month

Total Amount spend On Vehicles For the Department use if paid in full: \$ 207,500.00

Total Amount Spend on Vehicles for department Use if Paid Monthly: \$2,851.83

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**How much Money a year will you be requesting to run your department adequately?**

**Residential services for Refugee families and Dependencies:**

- Community, and Independent based activities
- Education opportunity and growth
- Work with local and State human Services services
- 24 hour around the clock Staff
- Case Management worker
- Provide, advocate and support for person Centered goal and skills
- Refugee low-income Apartment Program

The Department is asking for a total amount of \$2,000,000.00, this would be used to purchase our documentation system, training, office supplies, and for the structure of our Residential Program. We also would be using a portion of the funds to create activities/recreational funds account for the duration of the resident's stay at the RCR program. We would like to start this building program project if approved by the beginning of 2023. This department is asking for an additional \$250,000.00 budget for the RCR program to maintain a free choice of healthy foods and 3 meals a day for the residents.

**Referral program:**

- Refugee Referral Councilors for Community based services and goals
- Partnership strategies and financial relief with local and state departments and or Ontario County Department Of Refugee Services
- Temporary Financial assistance serves through local, state, federal, and or OCDFS programs

The Ontario Department Of Refugee Services is seeking a total amount of \$450,000.00, this money would be used for office space and other necessities needed to maintain a proper space for our refugee councilors to utilize when reaching out to the different community and



government-based programs while working with the client's service/ treatment team to obtain more refugee services.

**Community outreach services:**

- Work with and collaborate with existing non-profit organizations to support and advocate for refugees.
- Provide ongoing follow-ups and support after discharge from a refugee program and or the OCDFS
- Support and advocate for more community-based services for refugees.
- Family, Children, and Youth Workers
- Assisted in employment opportunities

The department is Asking for a total of \$ 400,000.00 to maintain and provide services through these services. Community Outreach workers will travel within the community and support and or provide aid/services to the qualifying Refugee either within the OCDFS and or any other services that he or she may be receiving and or in. Therefore the department will purchase portable laptops, tablets, and Ipads along with a wife Bluetooth system where the community outreach service provider can utilize their electronics to maintain proper communication. We will also use these funds to maintain our vehicles and to keep up with Maintenance for them.

**Financial Assistance Program:**

- Provide temporary financial relief to struggling refugee families and independence.
- Provide one-time school purchase supplies for refugees enrollment in a school educational program

This department is asking for an amount of \$2,000,000.00 This amount of money would go towards qualifying refugees to support them temporarily in financial Aid relief. Temporary Financial Relief aid for refugees, qualifications will be based on the following.

8. How much money were you making a month and year before the domestic and or international disaster happened?
9. Do you have access to your money? how immediate can you get access to your money?. If you can not have or get access to your money, what is the cause of it?
10. How well are your money management skills
11. How many children do you have
12. Are you married
13. What have you lost in regards to the disaster?

14. What services are you receiving now? And how they are already or are in the process of proving your financial Assistance.

This Information will Help the Ontario County Department Of Refugee Services decide how much a refugee and or family may be entitled to based on these quotations listed above.

The max that an independent refugee over the age of 18 years can receive, is between the amount of \$450.00 and \$750.00 either monthly or weekly equaling the max amount shown above.

Families with children May be entitled to receive between the amount of \$1,000.00 to 1,300.00 a month or weekly equaling the max amount received.

Survivors under the age of 18 and who are dependent on themselves may be entitled to receive between 250.00 to 450.00 a month or weekly equaling the max amount received.

**Education Assistance Program:**

- The OCDFS Will assist families and or individuals who are in need of education enrollment. OCDFS will Partner with Canandaigua District schools and or surrounding schools that have open availability for enrollment.

This department is seeking a total amount of 350,000.00. These funds will help the qualifying Refuge in obtaining school supplies, clothes, and other needs that are strictly related to school education programs. The department will partner with the Canandaigua school district and or any other district that as open enrollment opportunities for children and youth, we will also partner with the surrounding colleges such as Finger lakes Community college and Williamson and Hobart colleges for any refugee adults who wish to pursue their education beyond a High school diploma

**Citizenship Services Program**

- Citizenship social worker
- The OCDFS will support all refugees who would like to become American citizens. The Department will work closely with refugees in existing services and or within the Ontario County Department of Refugee Services to advocate and support the refugee in the right department and services.

This Department is asking for an amount of, 250,000.00, these funds will be used for transportation emergencies for refugees needing to be transferred to service out of state furthermore these funds will allow the department to purchase laptops and lpads for the Citizenship Social Worker to utilize when out in the community or with clients seeking citizenship, this department will work closely with the US Department of Homeland Security and other departments that can assist and support refugees becoming American citizens

**How much Does your department Need in total to successfully operate?**

Programs/Services Within the Ontario county Department Of Refugee Services

- Residential services for Refugee families and Dependencies: \$2,250,000.00
- Referral program: \$450,000.00
- Community outreach services: \$400,000.00
- Financial Assistance Program:\$2,000,000.00
- Education Assistance Program:\$350,000.00
- Citizenship Services Program:250,000.00

The Total Of income That this department will need is in the amount of \$8,815,880.00

This figure includes pay for staff and pay requested for services,

Vehicle Monthly Bill:\$2,851.83

Vehicle Yearly Bill: \$34,221.96

Total Amount for services: **\$5,700,000.00**

Total Amount to Pay Employees:**\$3,115,880.00**

Total Amount In Trasportation:**\$34,221.96**

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### **What are the Qualifications for each position and the responsibilities?**

**Department Director:** This position requires him or her to handle and run the affairs of the department while maintaining a good level of communication between officials, departments, community-based services, and the public. the director is also responsible to provide a safe, and engaging environment within and out of the workplace for all personnel that works for the Department. He or she must be able to create growth and opportunity within the department and program services to Employees and Consumers. He or she must abide by local, county, state, and federal regulations and laws while maintaining effective documentation, reporting, Training certifications, and licensing requirements for the department to effectively operate and provide services within Ontario County. He or she must be able to handle any and all disciplinary action between the administration and program staff while maintaining good and effective communication with the HR Department for hiring and firing obligations. To be considered for this position a candidate must be able to display the following actions and requirements.

- Must be able to handle stress and show good organization skills
- Must be able to communicate effectively within your department and other Ontario county, and US Departments while maintaining good relations and communication with community-based services.
- Must be 21 or older
- Must show the ability to handle disciplinary actions with your department
- Must keep up with licensing, recertifications, and documentation as well as reporting to the Ontario County Administrator and or other Government Management
- Education will be based on experience and education,

**Department Deputy Director:** The DDD ( Department Deputy Director) is to assist and support the Department Director. The Department Deputy Director will run the affairs and structure of the Ontario county Department Of Refugee Services when the Department director is absent and is unavailable, therefore he or she must maintain all required meetings and training and well as participate in other Department based meetings with the Department Director, he or she must be able to maintain good and effective communications to the programs directors as well as keeping good documentation and reporting to the Department Director and other program directors. He or she must be willing to handle any and all disciplinary actions within the Department and provide growth and opportunity within the department and program services. To be considered for this position a candidate must be able to display the following actions and requirements.

- Must be able to handle stress and show good organization skills
- Must be able to communicate effectively within your department and other Ontario county, and US Departments while maintaining good relations and communication with community-based services.
- Must be over the age of 21
- Must show the ability to handle disciplinary actions with your department
- Must keep up with licensing, recertifications, and documentation as well as reporting to the Ontario County Administrator and or other Government Management
- Education will be based on experience and education,

**The Chief Of Staff:** will be in charge of maintaining chief executive scheduling, meetings, and planning travel, collaborating with the Executive Members to determine and prioritize department/ business strategies, he or she will also be responsible for providing the department leaders with recommendations on how to improve teamwork construction throughout the department affairs.

**Chief Financial Officer:** The CFO's duties include tracking cash flow and financial planning as well as analyzing the Department's financial strengths and weaknesses and proposing corrective actions. while having regular meeting follow-ups with the Department Director and Deputy Director to report any significant Financial Changes and course of actions that need and or should be taken to correct any issues financially

**Human Resources Director:** the Human Resources Director will be responsible to maintain good effective communication skills with the Department and deputy Directors and maintain proper documentation skills while providing and explaining the hiring processes and procedures to the potential candidate, He or she must maintain good records of each employee and or potential employee of their employment history the potential candidate must do the falling if hired by the department.

- Identifying, evaluating, and solving hiring challenges
- Recruiting top talent to executive positions
- Mediating and suggesting solutions to employee disputes
- Interviewing potential candidates and making recommendations
- Compiling information about compensation and benefits packages based on market data
- Must be 21 years or older
- Must have a B.A. in Human Resources and have 3 Years of experience working for an Organization and or business as a Human resources Director or assistant (Master Preferred)

**Refugee Housing Director:** The RHD ( Refugee Housing Director) Must show good communication, Organizational, Time Management, and reporting/Documentation skills while providing Growth and opportunities for his or her Program and Staff He or she must maintain all required meetings and maintain effective communication with program Managers as the Refugee Housing Director will be the point of contact and provide aid and support to the Program Manager when needed. He or she must meet with the program manager at least once a week to go over updates, and or policy changes within the Department. He or she must maintain good communication with The department and deputy Directors, as well as the Chief of Staff if both directors are unavailable to communicate with. The potential candidate for this position must have the following to be considered in this role.

- B.A In Business Management (5 or more years of Business Management experience may be considered in place of the Bachelor's Degree.)
- Must be 21 or older
- Must be able to work under pressure and show the ability to communicate effectively with Department Management and Program Managers, while providing any policy changes and or updates
- Must maintain good documentation and report to the Department and or deputy Directors
- Musts are able to handle any and or all disciplinary actions within the Program

**Community Services Director:** The Community Services Director Must show good communication, Organizational, time management, and reporting/Documentation skills while providing Growth and opportunities for his or her Program and Staff., He or she must maintain all required meetings and maintain effective communication with program Managers as the Community Service Director will be the point of contact and provide aid and support to the Program Manager when needed. He or she must meet with the program manager at least once a week to go over updates, and or policy changes within the Department. He or she must maintain good communication with The department and deputy Directors, as well as the Chief of Staff if both directors are unavailable to communicate with. The potential candidate for this position must have the following to be considered in this role.

- B.A In Business Management (5 or more years of Business Management experience may be considered in place of the Bachelor's Degree.)
- Must be 21 or older
- Must be able to work under pressure and show the ability to communicate effectively with Department Management and Program Managers, while providing any policy changes and or updates
- Must maintain good documentation and report to the Department and or deputy Directors
- Musts are able to handle any and or all disciplinary actions within the Program

**Emergency Financial Director:** The Emergency Financial Director Must show good communication, Organizational, Time Management, and reporting/Documentation as well as Money Management skills. He or she will be responsible to handle all referrals for Emergency Financial Assistance from Program Managers and Directors, he or she must maintain good documentation and Money Management reporting to the Department and or deputy Director monthly. The Potential Candidate for this position must have the following

- Money Management skills
- Reporting and Documentation Skills as well as keeping ledgers and account Updates
- B.A in a money-related field and or 6 Years of full-time Experience working as a bookkeeper for a company and or Non-profit Organization.
- Must be 21 or older
- Must show good time management skills when receiving Referrals

**Citizenship program Director:** The Citizenship Program Director Must show good communication, Organizational, Time Management, and reporting/Documentation skills while providing Growth and opportunities for his or her Program and Staff., He or she must maintain all required meetings and maintain effective communication with his or her employees as the Citizenship Program Director will be the point of contact and provide aid and support to the Employees when needed. He or she must meet with Employees at least once a week to go over updates, and or policy changes within the Department. He or she must maintain good communication with The department and deputy Directors, as well as the Chief of Staff if both directors are unavailable to communicate with. The potential candidate for this position must have the following to be considered in this role.

- B.A In Business Management (5 or more years of Business Management experience may be considered in place of the Bachelor's Degree.)
- Must be 21 or older
- Must be able to work under pressure and show the ability to communicate effectively with Department Management, U.S Departments, and Program Managers, while providing any policy changes and or updates
- Must maintain good documentation and report to the Department and or deputy Directors

- Must be able to handle any and or all disciplinary actions within the Program

**County Grant Writer:** The County Grant writer is responsible to apply for grants through different resources through the federal, state, and County Governments and other community-based financial opportunities. He or she must communicate effectively with the department and Deputy Directors, and the financial chief officer at least once a week. He or she must possess a Bachelor's degree in creative writing and or marketing (a master's degree is preferred). He or she must be able to complete a grant proposal within 25 to 150 hours per grant proposal.

**County Lawyer:** The Ontario county Department Of Refugee Services Will utilize the county Lawyer for legal matters such as proposals, disputes, and other legal issues, He or she must possess a B.A. in Business Law and or a related field of at least 3 years of practice experience.

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#### **Department Staff:**

**Refugee Referral Counselor:** he or she must be able to communicate effectively and have knowledge of community-based Services while Maintaining Effective and clear communication between different communities and governmental programs, that the refugee might be obtaining, he or she must provide referral services to the qualifying refugee and keep proficient Documentation and report to there Program Manager and or Director. He or she must maintain all required meetings and training. While having an interest in growth and opportunity within the Department. The Potential qualifying candidate must possess the following to be considered

- Knowledge Of community and Government aid and services within Ontario county
- Maintain all required meetings and training
- Mandated reporting
- Must be 21 or older
- Must Possess an Associates degree in Human Services with 2 years of experience
- Must maintain effective documentation

**Community Residential Workers (Outreach): He or she will** work with and collaborate with existing non-profit organizations to support and advocate for refugees While Providing ongoing follow-ups and support after discharge from a refugee program and or the OCDFS, He or she will support and advocate for more community-based services for refugees. While Maintaining effective Communication with Family, Adult Caseworkers, and other treatment team Providers within or out of the county department that the refugee may be obtaining. He or she must keep proficient Documentation and report to their Program Manager and or Director. He or she must maintain all required meetings and training. While having an interest in growth and opportunity within the Department. The Potential qualifying candidate must possess the following to be considered

- Knowledge Of community and Government aid and services within Ontario county
- Maintain all required meetings and training
- Mandated reporting
- Must be 18 or older
- Must Possess a High school diploma with 2 years of experience in Human Services  
An associate degree in Human Services is preferred
- Must maintain effective documentation

**Residential coordinator:** The residential Coordinator is responsible to support and assist the Program Manager. He or she is to maintain proper documentation and communication between program staff and the housing managers on a regular basis. The Coordinator will work directly with the refugee, he or she will help set up transportation and other community-based services on behalf of the refugee and or their families. The qualifying candidate must possess the following to be considered for this position...

- A.S. Degree in management and or 5 years of full-time experience working in a coordination position
- Basic Microsoft and computer skills
- Must be able to maintain good communication as well as assist in training new employees.
- Mandate reporting
- Must be willing to assist and or support the program manager and or director in other duties If needed.

**Apartment Residential Workers:** Apartment Residential Workers, must support, assist and advocate for services in the Apartment Program. He or she will maintain safety within the apartment program and communicate with refugees tenants. The ARW (Apartment Residential Workers) will provide activities and transportation to planned activities. There will be sign-up sheets for the refugees to put their names down if they want to participate. The qualifying candidate must possess the following to be considered for this position...

- Must possess a High school diploma and 2 years of experience in human services
- Mandated reporting
- Maintain good communication and documentation daily
- Must possess a driver's license
- Must participate and or provide support in activities with tenants.
- Must attend all required staff meetings and training.

**Apartment coordinator:** The Apartment Coordinator is responsible to support and assist the Program Manager/director. He or she is to maintain proper documentation and communication between program staff and the housing managers on a regular basis. The Coordinator will work directly with the refugee, he or she will help set up transportation and other community-based



services on behalf of the refugee and or their families. The qualifying candidate must possess the following to be considered for this position...

- A.S. Degree in management and or 5 years of full-time experience working in a coordination position
- Basic Microsoft and computer skills
- Must be able to maintain good communication as well as assist in training new employees.
- Mandate reporting
- Must be willing to assist and or support the program manager and or director in other duties If needed.
- Must possess a driver's license
- Must attend all required staff meetings and training.

**Program Managers:** the program Managers responsibilities are to manage and run the program adequately and safely. He or she must report to the director at least once a week. The program manager must provide growth and opportunity in the program to staff and refugees while maintaining a high level of documentation and management skills. He or she must approve and or deny overtime for employees, provide assistance in training and handle all disciplinary action between staff and refugees. He or she reviews grievances and keeps track of personal refugee files and referrals while maintaining positive and effective communication with other programs Manager providers within and out of the Department. The qualifying candidate must possess the following to be considered for this position...

- Must possess a B.A. in Management and have 3 years of experience working as a program manager for an organization or company.
- Must possess a High level of communication and documentation skills while providing opportunities within the program
- Must be able to handle any and all dispensary actions between staff and refugee
- Must have knowledge of community-based services.
- Must maintain all accounts for the program and report monthly expenses usage to the director
- Must maintain all training and certification for him or herself and employees.
- Handles staffing

**Family Caseworkers:** The Family Caseworkers work with families in the apartment program and community. Their main responsibilities are to support and advocate for families and dependent children. The Family Caseworker will provide families advocacy and support for more community and other forms of government assistance to the qualifying Refugee. He or she will have a caseload of clients whom he or she must meet with twice a month. The qualifying candidate must possess the following to be considered for this position...

- Must have knowledge of community and Government services

- Must possess a High school diploma with 2 years of full-time experience working in human services an A.S. is preferred
- Must possess the ability to maintain clear and effective communication with refugees and their families while maintaining documentation and mandating reporting to the director and or other department management.
- Must maintain all required training and certifications

**Adult Caseworkers:** The Adult Case Worker will work with dependent adults in the apartment program and community. Their main responsibilities are to support and advocate for families and dependent adults The adult Caseworker will provide families advocacy and support for more community and other forms of government assistance to the qualifying Refugee. He or she will have a caseload of clients whom he or she must meet with twice a month. The qualifying candidate must possess the following to be considered for this position...

- Must have knowledge of community and Government services
- Must possess a High school diploma with 2 years of full-time experience working in human services an A.S. is preferred
- Must possess the ability to maintain clear and effective communication with refugees and their families while maintaining documentation and mandating reporting to the director and or other department management.
- Must maintain all required training and certifications

**Residential Case Manager:** The Residential Case Manager (RCM) will work with refugees in the Refugee Community Residential. Their main focus is to work on goal-related services while providing greater independence within the community. The RCM will help refugees connect with community-based activities and support on top of receiving internal referrals within the Department for support. The qualifying candidate must possess the following to be considered for this position...

- Must have knowledge of community and Government services
- Must possess an associates degree with 2 years of full-time experience working in human services a B.A.degree is preferred
- Must possess the ability to maintain clear and effective communication with refugees and their families while maintaining documentation and mandating reporting to the director and or other department management.
- Must maintain all required training and certifications

**Citizenship Social Worker:** Citizenship social worker will work with other Ontario county departments as well as US Department to provide support and avocation to the qualifying Refugee in regards to Citizenship Services/referrals. The OCDFS will support all refugees who would like to become American citizens. The qualifying candidate must possess the following to be considered for this position...

- Must have a B.A. in Foreign Services Management and 3 years of full-time experience
- Must be able to document and report to the Program Manager and or Director.
- Must show clear and effective communication with community and Government based services for referral services
- Must complete all training and certification.

**Residential counselors:** The residential Counselors will collaborate with the Residential Case Manager and Residential Coordinator to maintain proper services/referrals to other internal and external department services he or she must maintain effective documentation/mandating reporting and communicate with other treatment health providers. The residential Councilor support and advocates for residents and provides independent services as well as assists Refugees in education programs. The qualifying candidate must possess the following to be considered for this position...

- Must have knowledge of community and Government services
- Must possess a High school diploma with 2 years of full-time experience working in human services an A.S. is preferred
- Must possess the ability to maintain clear and effective communication with refugees and their families while maintaining documentation and mandating reporting to the director and or other department management.
- Must maintain all required training and certifications

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**Final Commits/Closing Statement:**

A total of 900 Refugees and Special Immigrant Visa holders (SIVs) resettled in New York State in FFY 2021. For FFY 2021, 5 of the top 6 arrival counties are in Upstate NY. The top seven countries from which refugees/SIVs have resettled in FFY 2021 come from five regions.

**What are the Top Areas In NY that have refugee Clients:**

- Albany 210,
- Amityville 14,
- Buffalo 321,
- New York 154,
- Rochester 223,
- Syracuse 266,
- Utica 71,
- Yonkers 40.
- Pittsford, NY. When The Taliban took over Afghanistan in August., close to 230 refugees have been relocated to the Rochester NY area

Ontario County Needs to join in and support and aid as many Refugee survivors as possible. When I was doing research I noticed that Ontario county does not have services that really focus on the refugee population. I believe that The Ontario County Department Of Refugee Services and other community-based services can fill that need along with other governmental

Services that the county offers. Ukraine is a big mess right now and a lot of children, women and the elderly need a safe, secure, and welcome place whether that be for a short time or a long period of time the Ontario County Department of refugee Services is committed to providing that aid and support. I hope that the Ontario county people and officials are willing to support and back this proposal, as a Ukrainian I know that would be greatly appreciated.

[Population Data for Refugee and Special Immigrant Visa Holders Resettled in New York State \(ny.gov\)](#)

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Ontario County department Of Refugee Services