



**Position Title:** Basic Needs Specialist - Bilingual  
**Reports to:** Basic Needs Program Manager  
**Status:** Part-Time, 20 hours/week, Non-Exempt  
**Position Summary:** Conduct client interviews and assessments; provide information and referrals; assist with financial assistance requests, home visits, food shelf operations, and special projects. Assist in training volunteers as assigned by the Basic Needs Program Manager. Help with maintaining records of clients and food distribution.

**Responsibilities:**

- Conduct intake assessments of participants utilizing tools such as Bridge to Benefits for Neighborhood House and partner services
- Keep an active case load for financial assistance through Community Sharing Fund and furniture services through Bridging Inc.
- Assist Basic Needs Program Manager with training of volunteers and interns to provide comprehensive intake/assessment services
- Select and refer clients to other community resources
- Assist the Basic Needs Program Manager in coordinating food shelf operations (including answering phones), food pick ups and deliveries
- Assist with special projects such as St. Paul Farmer's Market, Trader Joe's pick ups and school supplies distribution
- Maintain and update resource book information, records of clients and food distribution records
- Maintain confidentiality of all program participants according with State Data Privacy Act
- Ensure confidential data collection utilizing CTK data systems for program evaluation and quality control purposes
- Attend regular monthly meetings and participate in staff development trainings
- Other duties as assigned

**Qualifications:**

- Some college with one-plus years experience working at a social service agency; bachelor's degree in Human Services or related field preferred
- Bilingual in English and Hmong, Somali, or KaRen
- Have a minimum of one year experience with assessments of participants
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Must be able to safely lift a minimum of 10 pounds
- Knowledge of community resources
- Must be able to work one evening a week and occasional weekends as needed
- Ability to work independently with little supervision
- Strong computer, written and verbal communication skills
- Must possess valid driver's license with ability to drive agency vehicles
- Must be able to pass a background check
- Ability to balance multiple projects and priorities

**Compensation:** Minimum \$12.02/hr DOQ

**For consideration please mail, fax, or email your resume with letter or interest to: Neighborhood House, Attn: Human Resources, 179 East Robie St, St. Paul, MN 55107; Fax: 651-789-2501; Email: [humanresources@neighb.org](mailto:humanresources@neighb.org). Position Posted: 01/29/10; Closing Date: 02/05/10**

*Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.*