



Position Title: Family Worker I-Bilingual in Spanish
Reports to: Manager of Family Centers
Status: Regular, Part-Time (20 hours/week), Non-Exempt
Position Summary: Provide strength-based outreach, support and education services to participant families and programs at Neighborhood House's Family Centers. Screen participants at all Family Center's for public benefits.

Responsibilities:

- Provide general support of basic needs for participant families, groups, co-workers, committees and other parties
- Create, recruit and facilitate welcoming opportunities for families to come together to support and interact, have fun, give input, express and implement their dreams at all Family Centers
- Provide general written and verbal translation and interpretation services for participant and families.
- Act as a community contact for the FC within their community and with partnering agencies
- Educate parents on community opportunities and how to take advantage of them, giving them referrals to different resources and following up with them as required
- Ensure that all programs at the FC are conducted in a culturally competent and strength based manner
- Conduct food support outreach efforts including, application assistance, outreach and education
- Utilize on-line Bridge to Benefit screening tool to determine eligibility for federal programs such as SNAP (Supplemental Nutrition Assistance Program); assist with application and enrollment into program
- Work with Volunteer Coordinator and assist in the recruiting of FC volunteers
- Develop participant work plans and set benchmarks to evaluate progress
- Evaluate and modify methods monthly through the research and implementation of best practices
- Gather, record and submit accurate and timely data for the participant record system and evaluation efforts
- Follow through and track all contacts through Client Track database
- Keep thorough/confidential record of activities and maintain confidentiality of all program participants in accordance with data privacy/ethical laws, standards and policies
- Establish and maintain positive and effective working relationships setting limits on personal and professional boundaries
- Serve as mandated reporter for any child protection issues that may arise
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental/agency meetings and trainings as required
- Other duties as assigned

Qualifications:

- Minimum bachelor's degree in human services or related field and/or at least four years related work experience
- Experience working in a community-based organization
- Knowledge of family systems, parenting, child development and community resources a plus
- Knowledge of non-profit organizations and community funding sources
- Strong organizational skills. Ability to prioritize, work both independently and as a team, complete projects on time, balance multiple tasks, and proceed with objectives in a rapidly changing environment
- Ability to work in school, home and community settings
- Ability to maintain confidentiality and objectivity
- Must speak and write fluently in English and Spanish
- Excellent interpersonal, verbal and written communication skills in English
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Excellent computer skills (including Microsoft Office, Internet and e-mail)
- Availability to work some evening and weekend hours as required
- Must be able to safely lift 50 pounds
- Must possess a valid driver's license and a reliable means of transportation
- Must be able to pass a criminal background check

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

Hours : Schedule is flexible, some evenings and weekends may be required
Compensation: Minimum \$12.02 per hour DOQ

For consideration please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-227-8734; Email:humanresources@neighb.org. Position Posted: February 2, 2012; Closing date February 8, 2012