

COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: Community Outreach Worker/PPRS
Department: Preventive Program Services
Reports To: Program Supervisor
Date Available: Currently Available
Date Posting: March 22, 2019
Deadline to Apply: March 29, 2019

To apply:

Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director by 5PM on March 29, 2019, at fvillalobos@hispanicfamilyservicesny.org

JOB SUMMARY:

Under the supervision of the Program Director, the Preventive Community Outreach Worker is responsible for enhancing the presence of the Preventive Services program within the community of Bushwick, as well as the recruitment of children and families at risk for child abuse and neglect.

RESPONSIBILITIES:

- Conduct outreach community activities for agency Preventive Services program
- Conduct in-reach activities within agency departments to ensure agency staff understand and facilitate in-house referral process
- Enhance public awareness and supports community presence of Preventive Services program
- Maintain and support existing relationships with referral sources such as schools, day care centers, mental health clinics, hospitals, churches and other community agencies
- Develop new strategies to recruits client-families at risk
- Seek and develop new partnership with other community service providers that may be unfamiliar with our agency preventive services
- Meet with community residents to educate them on child abuse prevention and other areas pertaining to child and family well-being

QUALIFICATIONS:

- Bilingual in Spanish/English, as many community families speak Spanish only
- Bachelor's Degree in Social Work, Human Services, Psychology or related field

- At least 2 years of full-time work experience in community outreach, involving public speaking, meeting with individuals and/or groups, ideally in an agency involving services to children and families
- Ability to build and maintain relationships with multiple constituents
- Work experience with multi-stressed families
- Proficiency with Microsoft Word, Power Point Presentations