

ACTION NETWORK

JOB DESCRIPTION – Part-Time Family Outreach Assistant – Bilingual

10-15 hours per week

Reports to: Program Director

Duties Include but are not limited to:

- Support Action Networks mission, vision and values to support the health and wellness of children, youth and families.
- Attend relevant community meetings and trainings and all mandatory requirements set forth by Action Network (To be Discussed).
- Maintain relationships with collaborative partners and coalition builders.
- Conduct family assessments, provide referrals, contact information and track all activities relative to cases.
- Maintain knowledge of other community services and community collaborators.
- Help clients obtain available assistance within Action Network - adopting healthy behaviors; providing mental and social support and wellness advocate for individuals and community needs.
- Help recruit families to take part in events and programs provided by Action Network.
- Work with children, teens (0-18) and families to navigate and access community services, build relationships and encourage family participation in Action Network services.
- Communicate with parents/guardians and outreach partners about outreach activities, programs and events and expectations.
- Contribute to grant reporting and narratives.
- Experience in Microsoft Office Programs, email competency and professionalism.
- Experience in text messaging competency.
- Strong interpersonal, verbal and written communications skills.
- Comfort working with a diverse community.
- Working knowledge of community resources.
- Provide translation and interpretation to families in both Spanish and English.