

# Community Outreach Advocate/Bilingual

La Familia Sana Reports To: Executive Director

Part-Time Non-Exempt Location: Cloverdale and Geyserville

Salary: \$24.00

NTE: 20 hours per week

Work Hours: TBD

**Our Mission:** La Familia Sana is a grassroots organization that assists underserved people. We partner with community members to co-create equitable and culturally cognizant solutions and address our community's long-term needs for healthcare, jobs, food, and education.

**Our Vision:** La Familia Sana is committed to sustainably improving the health and wellness of underserved communities through empowerment, education, direct support services, and advocacy.

**Our Values:**

- We believe in empowering and utilizing the knowledge of our local leaders to address issues of poverty, inequity, and access.
- We value respectful collaboration, education, and culturally appropriate services to build continuous resiliency within our community.

## Job Description

The primary responsibility of the Bilingual Community Outreach Advocate (COA) is to provide education, outreach and support to the Cloverdale and Geyserville community. This position is a fast-paced service position working with a diverse population but focused on Farmworker and the Latine/x Community. Duties will include outreach, recruitment, case management, maintaining sensitive client records and determining potential client eligibility for various programs in the service area. The COA must act intentionally, and work collaboratively across the La Familia Sana team and partners to ensure positive client success.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Successful performance is measured through a holistic lens that supports and demonstrates a comprehensive understanding and commitment to La Familia Sana's vision, mission and organizational culture.

- The ideal candidate will be of impeccable honesty and integrity
- Embody La Familia Sana's values of accountability, client confidentiality, open and honest communication, collaboration internally and externally, honoring our commitments, embracing diversity with an equity mindset, role model perseverance and ganas and be a life-long learner
- Model cross-cultural agility. You believe in authentic self-reflection, self-awareness, and high emotional intelligence. These beliefs will support a culture of diversity, equity, and inclusion and influence how you think about your contributions.
- Proven knowledge and capacity to navigate resources and build partnerships
- Provides peer support and role modeling in the office and/or community settings outside of the office
- Participates in the planning, coordination, and implementation of community engagement, education, outreach and support activities designed to enhance access to primary and behavioral health care. Outreach and education activities include prevention, health promotion, and wellness training events and programs; health screening events; recovery support services; mutual support groups; and referrals to other community resources

- Supports daily program specific operations, for example:
  - Transport clients to appointments or visit clients in their homes and/or community settings
  - Perform wellness checks, assess risk, provide support and referrals for needed services. This work may include crisis intervention, engaging emergency medical or mental health systems, or mandated reporting
- Experience gathering data from multiple sources and assisting in the preparation of monthly reports
- Experience using computer software (MS Word or similar programs) to prepare documents, send emails, and do job-related research

## **Requirements**

### **Education and/or Expertise:**

Four-year degree in related field from an accredited college or university and/or a minimum of three years experience in a similar role providing Spanish/English case management and resources to underserved populations

Must be fluent in Spanish and English and have professional level speaking, reading, writing and translation skills.

Preferred computer skills: Google suite

- Standard office equipment such as phones with multiple phone lines, printers, copiers, scanners, and cellphones for sending and receiving text messages and voicemail

### **Other Skills**

- Strong communication skills both verbal and written in Spanish and English
- Demonstrated experience utilizing all tools and resources available to advocate for client needs
- Commitment to being a high-performance team player
- Must provide your own vehicle, have a valid state driver's license and proof of auto insurance
- Ability to work a flexible schedule which may include occasional evening hours

### **Physical Requirements**

Applicants must be able to successfully perform the essential functions of this position with or without reasonable accommodation

- Must be able to lift up to 25 lbs.
- Must be able to sit, stand, walk, frequently
- The noise level in the work environment is usually moderate

*We will make all reasonable accommodations to our policies to be the most inclusive workplace possible. La Familia Sana is an equal opportunity employer. Historically underrepresented groups, Women, immigrants, LGBTQIA+ , and people with disabilities are encouraged to apply.*

**Email cover letter sharing experience and interest with resume attached addressed to the Executive Director, Jade Weymouth [Jweymouth@lafamiliasana.org](mailto:Jweymouth@lafamiliasana.org), please write Bilingual Community Outreach Advocate in the subject line.**