

Community Resource Educator –The Glades Initiative - Full-time Salary range \$37-41k

This position is responsible for providing educational sessions on a variety of topics; including health and human services information and civil rights targeting residents with limited English skills. This position will also be responsible for linking residents to appropriate services. The candidate will assist in ascertaining the health and human service needs of underserved communities and arranging for appropriate presentations in conjunction with community partners. The position supports Glades residents with limited English who seek health and human services in the Glades. This position requires a minimum of a high school diploma or GED with a minimum of 2 years direct client experience. College degree 2 or 4 year preferred. Bilingual required. English/Spanish or English/Haitian Creole.

Typical duties include but are not limited to:

- Identify and link residents to appropriate services – including facilitating the use of the ACCESS website to enroll for state benefits such as Medicaid/Medicare, SNAP and temporary cash assistance.
- Assist/Link a minimum of 50 clients (households) per month to services.
- Responsibilities include client assessment, case monitoring, to LEP clients to provide information, referral and coordinate with other providers.
- Outreach to targeted population 2 times per month, using outreach plan document as guidance
- Support health screening and wellness fairs in conjunction with community partners
- Partner with local community specifically churches and other access points such as senior centers, community organizations etc., (and expand the network of such locations) to deliver health and human service education information.
- Deliver stand up presentations/ outreach to groups of residents on health and human service and civil rights related topics a minimum of 2 times per year. (a minimum of 30 people)
- Develop knowledge of and network with local providers to community- based health related providers and develop additional partners willing to provide appropriate and needed services.
- Advocate for the community with local, county, state and federal government.
- Promote Glades Initiative through positive representation and communication of our services
- Submit all monthly programmatic reports, timesheets, leave requests and other required documents on time.
- Attend local networking meetings representing the Glades Initiative
- Assist with other duties as assigned.

The successful candidates must be able to demonstrate proficiency in the following:

- Knowledge of the community being served as well as local services and resources already in place
- Ability to communicate clearly and to be at ease presenting material to groups
- Ability to develop and maintain rapport with residents, service providers and community partners
- Ability to use the computer and internet
- Knowledge of health and human service related programs
- **Bilingual** - English/Spanish or English/Haitian Creole.

This position is Non-Exempt and will report to the Director of Programs.

BASIC KNOWLEDGE:

Familiarity with computers and Microsoft Office; possess the ability to communicate orally and in writing; work effectively in a team environment; have excellent interpersonal skills; possess knowledge of community resources, health center processes, structure, and function.

To apply: Send email **resume and cover letter** to **jobs@gladesinitiative.org** with the word Navigator- "Your name" in the subject line of the email.