



Opportunities to Connect, Contribute and Care for Each Other

**Job Opening Announcement
April 2017**

Outreach Specialist – Bilingual Spanish / English

This position is based in Mesa, Arizona

East Valley Adult Resources, Inc. (EVAR) empowers and supports older adults and their families. Our non-profit organization provides a dynamic and diverse continuum of opportunities for older adults to remain healthy, independent and connected to the community. Our core programs include Center-Based Services, Meals on Wheels, In-Home Support, and Outreach / Social Services.

We are currently recruiting for an Outreach Specialist who is bilingual in Spanish and English. As part of the East Valley Adult Resources Outreach/ Social Service Team, the Outreach Specialist will assist older adults and their families in navigating and accessing needed social services, benefits and health resources. This position will conduct ongoing and targeted outreach to identify and support older adults who are low income, socially isolated, at-risk and/or members of diverse and underserved communities. He / she will provide direct services including information and referral, informal counseling, care consultation, health promotion education and supportive services to individuals and groups, with a focus on empowerment to promote independence. The position involves significant teamwork and collaborative efforts with staff, volunteers, and aging/ health/ social service organizations throughout the East Valley.

Full-time (40 hours /week) exempt position
Competitive salary and benefits package

For the current opening, we are seeking a professional who is bilingual in English and Spanish. Preferred qualifications include a bachelor's degree in social work or a related field, or a minimum of two years social service or community health experience working with at-risk older adults and their families. Knowledge of community resources. Demonstrated effective written and oral communication skills. Strong interpersonal skills and ability to encourage team work. Multi-cultural sensitivity and ability to work effectively with diverse community members.

Please refer to the Job Description for additional information.

Interested applicants are encouraged to submit their resumes and salary expectations to:

Alexis Chamness, Human Resources Associate
East Valley Adult Resources, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, achamness@evadultresources.org
www.evadultresources.org

Position is considered open until filled.

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| <p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: Outreach Specialist – Bilingual Spanish/English</p> |
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Overview: As part of the East Valley Adult Resources Outreach/ Social Service Team, assist older adults and their families in navigating and accessing needed social services, benefits and health resources. Conduct ongoing and targeted outreach to identify and support older adults who are low income, socially isolated, at-risk and/or members of diverse and underserved communities. Provide direct services including information and referral, informal counseling, care consultation, health promotion education and supportive services to individuals and groups, with a focus on empowerment to promote independence. The position involves significant teamwork and collaborative efforts with staff, volunteers, and aging/ health/ social service organizations, throughout the East Valley.

Major Duties:

- Provide individualized assessment, information and referral, crisis intervention, coaching and on-going care consultation for older adults and their families. Provide services through home visits, office visits, telephone and e-mail. Build individual capacity of participants to promote independence. Educate older adults to make informed decisions and serve as an advocate to overcome barrier to service and care.
- Facilitate and coordinate access to basic need and support resources. Provide direct assistance with application processes for SNAP and other government benefits. Promote and provide direct support through Community Food Share, Food Plus Commodities and related services. Maintain an updated resource listing, including eligibility requirements, to address the needs of older adults and family caregivers.
- Develop, provide and coordinate group health promotion education and support sessions or programs as assigned. Conduct outreach, promotion and recruitment for the sessions, and coordinate logistics as needed.
- Conduct community outreach to increase awareness about East Valley Adult Resources and to enhance access to services and resources, particularly for low income, multicultural, and other underserved communities. Disseminate branded flyers and information sheets. Represent the agency at health fairs and community events. Develop and maintain effective relationships within community and aging networks.
- As part of the Outreach/ Social Service Team, support all core programs and services, including Center-Based Services, Meals on Wheels, In-Home Support, and Contracted Programs. Tasks may include, but are not limited to: promoting all services within the community, responding to incoming calls to assess and connect older adults with agency programs, delivering transitional frozen meals, and facilitating group activities.
- Serve as team leader for program development, outreach and service provision for specific populations, programs, and/or geographic communities as assigned. Develop and support related volunteer initiatives.
- Maintain accurate case records and service reports in accordance with the procedures of the agency and funding entities, including computer data input and report compilation.
- Ensure that agency policies, standards, and decisions are implemented and maintained in service provision.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Provide training and support to volunteers as assigned.
- Serve as a member of the program staff team, participating in the development of targeted community outreach and other plans.
- Other duties as needed and appropriately assigned.

Preferred Qualifications:

- Bachelor's degree in social work or a related field, or a minimum of two years social service or community health experience working with at-risk older adults and their families. Knowledge of community resources.
- Demonstrated effective written and oral communication skills. Ability to prepare concise reports and provide oral presentations. Computer literacy required.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Bilingual English/Spanish required.
- Ability to prioritize and manage multiple tasks.
- Possess valid AZ driver's license and reliable vehicle to use in the performance of job. Ability to obtain a Level I Fingerprint Clearance Card and compliance to EVAR's background check policies.

Status/ Hours: Full-time position. Primarily weekday office hours, with occasional evening and weekend work.

Primary Work Site: Mesa Active Adult Center, Mesa AZ; other satellite location(s) as needed. Position will require some travel via automobile.

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