

The Glades Initiative -

Bilingual Community Educator/Navigator (Full or Part-time position)

Salary Range: \$35,000 - \$40,000 -depending on experience and qualifications

This position is responsible for assisting residents with applications and for linking residents to appropriate services. The candidate will assist with the provision of educational sessions on a variety of topics; including health and human services information and civil rights targeting residents with limited English skills. The candidate will assist in ascertaining the health 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.

Typical duties include but are not limited to:

- Linking residents with appropriate services – including facilitating the use of the ACCESS website to enroll for state benefits such as food stamps, temporary cash assistance, Medicaid, and medical assistance for pregnant women.
- Partner with local community access points such as senior centers, churches, community organizations etc., (and expand the network of such locations) to deliver health and human service education information.
- Assist with presentations to residents on health and human service and/or civil rights related topics
- Network with community-based health related providers to develop additional partners willing to provide appropriate and needed services and classes.
- Community Outreach and Support of health screening and wellness fairs in conjunction with community partners

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

Minimum Requirements for position:

- Bilingual – Fluent in English and Spanish
- AA degree in a related field and/or a minimum of 2-3 years experience working in health and human services
- Knowledge of the health and human services in the Glades
- Computer skills
- Ability to travel as required to community access points

Preferred Qualifications: Resident of the Glades, 4 yr. degree

Work Hours: To be determined: 20 - 40 hours per week; days/evening hours flexible. Occasional evening or weekend hours may be required.

Benefit Package for full-time includes: Vacation, Holiday and Sick Leave Programs; and Retirement Plan

To apply for this position:

Send email resume and cover letter to jobs@gladesinitiative.org with the word NAVIGATOR in the title of the email.