

IBERO-AMERICAN ACTION LEAGUE, INC.

911 East Main Street Rochester, NY 14605-2722

JOB ANNOUNCEMENT

Hilda Rosario Escher
President & CEO

POSITION: Participant Advocate

PROGRAM: Emerging & Transitional
Workers Training

SALARY RANGE: \$29,000 - \$33,000 Full-Time Position

SPECIFIC REQUIREMENTS ARE:

- Associate Degree in Human Services of related field.
- A minimum of 2 years of experience working with the Latino community in human services programs.
- Bilingual in Spanish and English.
- Excellent computer, organizational and communication skills.
- Demonstrated ability to work with other service providers.
- Able to provide own/client transportation.
- An equivalent combination of education and experience other than specified may be accepted by the President & CEO.

DUTIES:

- Establishes and maintains good working relationships with program staff, job training and employment organizations, other Ibero's programs' staff and professionals from other community programs to facilitate and coordinate services for the participants.
- Identifies Latinos in the community through outreach activities linking them to job readiness, job /vocational training and employment services.
- Maintains a caseload of twenty-nine (29) participants.
- Refers participants to services in the community as needed and monitors their progress.
- Makes home visits and arranges wraparound and support services such as tutoring, transportation, child care, appropriate clothing for work as may be needed.
- Assists in promoting the program in the community.
- Assists in organizing, and conducting presentations related to job readiness, job opportunities and support groups for the participants.
- Maintains up-to-date case notes about services provided in individual participants' records.
- Prepares and submits program monthly report and any other required reports.
- Attends formal and informal training sessions in/outside the agency.

DEADLINE: Until Position is filled

MAIL RESUME TO: Elisa DeJesus, M.S., Vice-Pres. Family Services Division
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A United Way Agency

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