Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

February 26, 2021

P U B L I C N O T I C E

The City of South Salt Lake is accepting applications for the following PART-TIME position:

PROMISE FAMILY LIAISON

Family Liaisons are frontline staff who work with families from diverse backgrounds and have a close understanding of the community they serve. This trusting relationship enables them to serve as a liaison between social services and the community to facilitate access to resources and improve the quality and cultural competence of service delivery. They also build individual and community capacity by increasing knowledge and self-sufficiency through a range of activities such as outreach, community education, and advocacy.

The Family Liaison must adhere to the Promise South Salt Lake Code of Conduct, City Policies and Procedures (dress code, confidentiality, work etiquette, etc) and other grants regulations/requirements.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Community Outreach:
   1. Assist Community Engagement Coordinator in managing the entire operation of the family liaison projects in all Promise South Salt Lake programs
   2. Connect families to the variety of programs and resources available in the community that best suit their needs.
   3. Work with families to creatively solve obstacles to accessing resources, such as health care, food security, education, employment, etc. 1.4 Provide mental health resources and information and at community events activities

2. Collaboration:
   1. Act as a facilitator between families and community organizations, such as schools, health clinics, and other appropriate services, per request
   2. Build and maintain relationships with community partners: schools, community agencies, and other Promise SSL partners

3. Administrative:
   1. Maintain log from home visits and other outreach activities through Grassroots Cloud and other Promise South Salt Lake tracking tools
   2. Take notes and provide reports/updates from meetings

3. Gather resource materials for distribution at community events and sites

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OTHER RESPONSIBILITIES AND SKILLS

- Possess a strong mental well-being and creative problem-solving skills •
  Demonstrate a high amount of personal integrity and accountability •
  Bi-lingual or multi-lingual preferred
- People of diverse backgrounds strongly encouraged to apply

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED or any equivalent combination of related education and experience in working with community outreach programs

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of skills and techniques used in a community engagement

2. Skill in First Aid and CPR; skill in word processing, spreadsheets, office machine usage and the operation of micro-computers

3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public

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PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and

requirements of the job change.

WAGE RANGE: $14.00 (Grant-funded) HOURS: Approximately 18 hours per week, Monday-Friday
Occasional instances when schedules will need to be modified for service projects, Community programs or outreach events.
CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION
Resumes submitted without application will not be considered
Application available on website at www.sslc.com.

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN EQUAL OPPORTUNITY EMPLOYER
THIS ORGANIZATION USES E-VERIFY