



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

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following **full time** position:

PROMISE SSL FAMILY LIAISON

The Promise Family Liaison is a frontline staff who works with families from diverse backgrounds and has 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 culturally and linguistically appropriate activities and services such as outreach, community education, and advocacy.

People of diverse backgrounds are strongly encouraged to apply.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- **Community Outreach & Engagement:**
 - Assist Community Engagement Supervisor and Family Liaison Coordinator in managing the entire operation of Family Liaison and community-led projects in all PSSL programs.
 - Work with community members and families to connect and creatively remove barriers to accessing programs and services available that best suit their needs.
 - Communicate and distribute information on available/current resources and services.
 - Create spaces that are safe and affirming/welcoming for all individuals, including Black, Indigenous, and People of Color, LGBTQ+ individuals, people from immigrant and refugee backgrounds, People with Disabilities, and people with other marginalized identities.
 - Engage and empower community members and families with information, resources, and community services to achieve long-term and sustainable outcomes.
 - Plan and schedule PSSL and other community engagement events and activities with SSL colleagues and partners.
 - Involve families in the completion of surveys, assessments, and other data collection.
- **Collaboration:**
 - Act as a liaison between PSSL programs, families, youth, schools, and other community organizations.
 - Build genuine relationships with families that support overall family well-being and healthy youth development.
 - Build and maintain partnerships that enhance programming and services.
 - Collaborate with Center Coordinators to implement site-specific family and community engagement plans.
 - Work independently and as part of a team to complete projects and duties including home visits, engagement events, and outreach efforts.
 - Participate in PSSL Council work and provide leadership in the Promise Family Engagement
 - Committee, school teams, and other community boards.
 - Attend other meetings as appropriate.
- **Administration:**
 - Complete grant reporting and other required documentation on time.

- Collaborate with Center Coordinators on the development of a functional communication plan to ensure regular communication with families, partners, and community members.
- Utilize PSSL communication tools and processes.
- Maintain working knowledge of community resources and services.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

REQUIRED: 4 years of relevant experience which may include Associates or Bachelors Degree in a related field and/or experience in social change work, community and family engagement, and/or community health.

Preferred: Bilingual or multilingual

EQUITY STATEMENT

The City of South Salt Lake is an Equal Opportunity Employer. We prioritize efforts to advance inclusion, diversity, equity, and accessibility (IDEA) initiatives across all aspects of our work while removing barriers to access and opportunities.

Commitment to IDEA initiatives reflects the City's aim to be a place where all people find themselves represented, welcomed, engaged, and heard. All qualified individuals are encouraged to apply, including those from underrepresented groups, such as minorities, women, persons with disabilities and protected veterans. With these values at the forefront of our minds, we encourage the organizations we partner with to do the same. We recognize this work as a journey that is never complete.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Experience working with families. Skills and techniques used in a community engagement setting.
2. Evidence of commitment to the mission of PSSL including family and community empowerment, youth development, social justice action, and racial equity and inclusion.
3. Proven track record of working with individuals from underrepresented or under-resourced populations.
4. Excellent organizational skills and project management experience.
5. Ability to self-start, learn new skills, and work independently.
6. Demonstration of a high amount of personal integrity and accountability.
7. Strong professional communication skills, including the 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.
8. Creativity and flexibility.
9. Skills in professional office settings, competence in common computer software including Microsoft Office and Google Suites.
10. Ability to be trained in First Aid and CPR.
11. Ability and willingness to become fully licensed through the Office of Child Care Licensing (on the job training)

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. Unconventional working hours may be required, including evening and weekend hours.

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.

Promise SSL Department applicants are encouraged to email our Business Manager at vsmith@sslc.gov if you have submitted an application but do not hear back within 5 business days following application submission for 'Open Until Filled' positions and/or 5 business days following the listed 'Closing Date'.

WAGE: \$21.39 /hour, plus full benefits (GRANT FUNDED)

HOURS: 40 hours per week, Monday-Friday

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without an application will not be considered.

Applications are available on our website at www.sslc.gov.

-or-

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE 2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER | THIS ORGANIZATION USES E-VERIFY