



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

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PUBLIC NOTICE

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

**PROMISE FAMILY LIAISON**

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**POSITION SUMMARY**

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.

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**ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Community Outreach:
    - Assist Community Engagement Coordinator in managing the entire operation of the family liaison projects in all Promise South Salt Lake programs
    - Connect families to the variety of programs and resources available in the community that best suit their needs.
    - Work with families to creatively solve obstacles to accessing resources, such as health care, food security, education, employment, etc.
    - Provide mental health resources and information and at community events activities
  - Collaboration:
    - Act as a facilitator between families and community organizations, such as schools, health clinics, and other appropriate services, per request
    - Build and maintain relationships with community partners: schools, community agencies, and other partners
  - Administrative:
    - Maintain log from home visits and other outreach activities through PSSS data tracking tools
    - Take notes and provide reports/updates from meetings
    - 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
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**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
4. Ability and willingness to become fully licensed through the Office of Child Care Licensing (on the job training)

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

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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](mailto: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'.***

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**WAGE: \$17.00 per hour (Grant Funded)**  
**HOURS: Approximately 25 hours, 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](http://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**