



COMMUNITY SERVICE WORKER - ACTIVITIES COORDINATOR

Position Summary: The Bayanihan Equity Center's (BEC) Community Services Program is seeking applicants to fill a Community Service Worker position. This position is funded by the Human Services Agency's Department of Disability and Aging Services (DAS) under the Community Services Program.

The Community Service Worker – Activities Coordinator is responsible for planning and organizing group activities and recreational programs to meet the social, educational, and physical needs of the Bayanihan Equity Center's consumers – older adults and adults with disability.

Hours: 32 hours per week (0.8 FTE)

Location: San Francisco, CA

Deadline for Application: Position open until filled

Duties and Responsibilities:

- Conducts intake, assessment and provides service arrangement directly to the consumer.
- Develops a case plan to address consumer's issues and challenges.
- Monitors and follows up the client's progress towards goals.
- Interpret and translate for consumers with limited command of the English language.
- Plans and organizes year-round programs, virtual and hybrid events and activities around consumers' interests.
- Connect clients to resources and training that helps with technology access.
- Plans special "theme" days or months around holidays, seasons, or recognized days such as Memorial Day, Veterans Day, Father's and Mother's Day, consumers' birthdays, anniversaries, etc.
- Coordinates educational workshops on topics that benefit older adults and adults with disabilities (e.g., MediCal/Medicare benefits, elder abuse, health and safety, VA benefits, etc.).
- Conducts an assessment and summarizes information obtained from each consumer to determine which activities are of interest to the greatest number of participants.
- Documents consumers' participation through pictures and appropriate reporting.
- Actively trains volunteers to support staff in organizing consumers' group activities.
- Provides instructions and supplies for other employees, and/or volunteers to assist with

group activities.

- Requests donations and sponsorships for events from organizations and businesses.
- Coordinates the development of a monthly newsletter for consumers, family members and selected referral sources, which includes posts of monthly activity schedules for easy reference by consumers.
- Participate in training and workshops that are beneficial in executing job duties.
- Submits regular progress reports to the funding agency and the center's Executive Director.
- Performs other duties, as the need arises, in order to implement the program's work plan.

Desired Qualifications:

- Bachelor's degree in Social Sciences or relevant field or three years of experience working with older adults and/or adults with disabilities. A combination of education and experience ensures successful completion of essential job functions.
- Bilingual speaker (Tagalog preferred).
- Excellent written and oral communication skills.
- Actively participates in community meetings.
- Ability to set and maintain multiple deadlines.
- Collaborates with consumers, community organizations and associates to further program goals.
- Organize, pays attention to details, meets deadlines and is capable of working under pressure.
- Maintains accurate records and organized files.

Benefits:

- Health Insurance
- Dental Insurance
- Paid time off

To apply for this position, email a cover letter, résumé and writing sample to info@sfbec.org.