



COMMUNITY SERVICE WORKER

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.

Hours: 24 hours per week (0.60 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 that includes, but is not limited to, assistance in identifying housing opportunities based on consumer's income, assistance in completing housing applications, and food access services for households facing food insecurity.
- Monitors and follows up the client's progress towards goals identified in the case plan.
- Interpret and translate for consumers with limited command of the English language.
- Establish linkages and maintain working relationships with service providers to increase accessibility of services.
- Prepare and submit timely study hours, enrollments and other reports.
- Participate in coalition, community meetings, trainings and workshops that are beneficial in executing job duties.
- Maintain regular and punctual attendance at work and work-related events.
- 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 (Spanish, Cantonese and/or 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:

- Paid time off

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