POSITION ANNOUNCEMENT

Job Description: New Routes for Adults Assistant
Supervisor: Community Social Worker Manager
LTE to Permanent Full Time Equivalent: 1 (Salaried Position)
Work Hours: 9:00 a.m. – 6:00 p.m. Mondays thru Fridays. Flexibility needed for evening programming, team meetings, special projects, agency events etc.
Site Assignment: Centro Hispano of Dane County

PROGRAM GOALS AND OBJECTIVES:
The New Routes for Adults Program helps Latino offenders better understand and navigate the court system and to provide them with the necessary tools through education and social services to be successful and the support to reduce recidivism. Due to language and cultural barriers, many Latino offenders fail to understand their charges, the possible consequences, and the legal process in the United States. Services for clients focus on court-related charges and assisting people in finding accurate information and services in the city and county. The New Routes Assistant helps clients to request an interpreter, request a public defender, or find a lawyer, access AODA counseling, complete mandatory community services and find employment and housing. The New Routes Assistant works closely with the New Routes Coordinator and with Centro’s other programs.

Mission and Vision
Our mission is Empowering Youth, Strengthening Families, Engaging the Community in such a way that Dane County will be a community where Latino families can aspire upward, to reach their personal goals and dreams because they feel engaged and strengthened with the tools for success.

Values
Our core values are:
- **We foster connection.** We are a welcoming community, and we take great care to ensure support and belonging for all.
- **We act with mutual respect and dignity.** We embrace our diverse cultural assets, which collectively make us stronger.
- **We nourish community.** We work together to create and advance opportunity for all.
- **We live with courage.** We will question our own assumptions protect and defend our rights and the rights of others, lead in collaborative ways, and seek help and guidance when we need it.
- **We demonstrate integrity.** We make time to clarify our collective principles, do the work it takes to live ethically, and establish systems to hold ourselves and each other accountable.

DUTIES AND RESPONSIBILITIES:

75% Provide Direct Service to Clients
- Meet client needs through one-on-one interviews made by appointments or walk-in basis.
- Provide language support to clients at Dane County Courthouse, Dane County Jail, Municipal Courts and other locations in the community.
- Provide case management to 200 New Route for Adults clients yearly.
- Refer clients to appropriate AODA treatment options.
Help coordinate Centro Hispano’s AODA educational sessions: schedule and logistics in coordination with Community Social Worker Manager and the Director for Program Planning and Evaluation.

- Assist clients with referrals to other Centro’s program’s: General Support, Immigration Services, Workforce Programs, etc.
- Work closely with Community Social Worker Manager and New Route for Adults Coordinator to identify, assess, improve and strengthen the program.
- Help meet client needs via direct services or referral to Centro or community resources.
- Follow up with clients and referral agencies to ensure that client needs are met.

15% Administrative

- Enter all data required in the appropriate database coordinated by Dane County, or other funders.
- Prepare monthly, quarterly and yearly reports and all necessary supplemental forms to funders and coordinate submission with Community Social Worker Manager.
- Send letters to potential clients.
- Enter program data in Centro Hispano’s database.
- Other related duties as assigned.

10% Volunteer Coordination and Outreach

- Train and supervise volunteers to the New Route for Adults program.
- Respond to volunteer inquiries directed to your program area.
- Track volunteer hours for your program area.
- Develop and implement an outreach plan to ensure new clients are aware of Centro services, may include La Movida monthly radio show, etc.
- Attend community and service providers meetings or community events that as needed or appropriate in coordination with Community Social Worker Manager.

QUALIFICATIONS:

- Associate’s degree in areas of health, social work, community organizing, volunteer coordination or an equivalent to 2 years of work experience in a related field.
- Interest and education with developing high quality social service programs and working with Latino clients.
- Exceptional understanding of the needs of Latinos in Madison and Dane County.
- Fluent in Spanish and English and able to pass written and verbal tests.
- Goal oriented, problem solver, and solution driven.
- Strong time management skills and the ability to balance multiple tasks.
- Proven ability to work both independently and as part of a team.
- Demonstrated ability to forge partnership with a wide variety of organizations/institutions.
- Strong commitment to the mission and values of Centro Hispano of Dane County and to working with youth and families from diverse racial/cultural populations.
- Computer experience including Microsoft Office Suite and Internet navigation.
- Knowledge of the social services available in the Madison area and Dane County.

Apply:

If you are interested in applying, please send your resume and a cover letter to Celsa Rodriguez, Community Social Worker Manager at Celsa@micentro.org. For further questions, please call 608-442-4019. Deadline to apply is Friday, May 1, 2020.