

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION -BILINGUAL/BICULTURAL PROGRAM ASSISTANT
(SAFE PASSAGE)**

DEFINITION

The successful candidate will be working for Safe Passage Family Resource Center performing a variety of complex tasks related to the assessment of the needs of the Coast's Hispanic community; and the planning, development, and management of family service programs that address those needs.

SUPERVISION RECEIVED AND EXERCISED

Overall supervision will be received by the Executive Director and immediate direct supervision received by the Program Manager.

EXAMPLES OF DUTIES

- Develops and conducts assessments to identify needs within the Hispanic community. This can include but not be limited to focus groups, community forums, and questionnaires.
- Designs appropriate Hispanic family programs based on these identified needs, and determines staffing and budget requirements.
- Assists with the identification and application of appropriate private and public funding sources.
- Assists in the development and implementation of evaluation systems through the collection and collation of data on program activities.
- Assists with the hiring and training of new Hispanic program staff.
- Directs the activities of program staff to ensure the effectiveness of the new Hispanic family services.
- Maintains continuous connection and outreach to the Coast's Hispanic community.
- Creates and maintains professional relationships with other local non profit and public organizations.
- Performs other duties and activities as may be assigned.

MINIMUM QUALIFICATIONS

- Fluency in both English and Spanish.
- Three years experience performing written and verbal translation in both languages.
- Five years of continuous experience providing Hispanic family outreach and advocacy services.
- Two years of experience in referring and assisting families in applying for Medi-Cal, Healthy Families, and other publicly funded health insurance programs.
- Demonstrated ability to write clear program activity reports, evaluations, or other written requirements as may be assigned.
- Possess a valid California driver's license.
- Past experience in working with local community service agencies.
- Use of a computer in a work environment.

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION -BILINGUAL/BICULTURAL PROGRAM ASSISTANT
(SAFE PASSAGE)**

PHYSICAL REQUIREMENTS

- Sitting or standing for long periods of time; lifting light objects; hearing and speaking to exchange information; seeing to read a variety of reports and other written material; dexterity of hands and fingers to operate a computer keyboard.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: December 8, 2003