

**Voces Latinas
Job Description**

POSITION: Workforce Development Specialist – Full Time (35 hours per week)

SALARY: \$50,000 - \$55,000

REPORTS TO: Coordinator of Workforce Development

Mission:

Originating as a woman's volunteer organization, Voces Latinas was founded in 2003 with the mission to reduce the rate of HIV transmission and violence among immigrants Latinas by empowering, educating, and providing leadership trainings enabling them to use their voice and make healthier decisions for themselves and their families. Our reach expanded in 2011 to include all immigrant Latine groups including LGBTQIA+, day laborers, sex workers, undocumented, and other sub-populations often gone invisible yet also impacted by HIV and violence. As a direct services agency, Voces Latinas provides culturally responsive services that address immediate needs including intimate partner and gender-based violence, mental health issues, healthcare access, and HIV/STI prevention. Voces Latinas is unique in how we address the social determinants of health experienced by immigrant Latine including oppression, poverty, discrimination, threat of deportation, interpersonal violence, sexual violence, and survival sex. Our expertise lies in our identification and understanding of the immigrant experience and the barriers that come along with such an experience.

Voces Latinas serves over 5,000 immigrant Latines each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latines who are vulnerable or living with HIV including access to pre-and-post exposure prophylaxis (PrEP and PEP); connection to culturally and linguistically appropriate services; providing Promotores (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latines; community mobilization project which involves partnering with local businesses. VL also provides support to members of the LGBTQIA+ through HIV prevention services that includes HIV/STI testing and connection to PrEP and PEP.

Voces Latinas seeks a highly skilled Workforce Development Specialist to assist clients in identifying their needs, develop client service plans, provide appropriate connections to services and support clients in achieving their service plan goals. This will be accomplished by client accompaniment and connection to services to ensure cultural competency, connections to care, and client and organizational follow up. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, understands workforce in the United States and how it differs in outside countries, provide trainings on relevant topics the ability to create a network of job opportunities, and understanding of social determinates of public health such a HIV, STIs, mental and behavioral health, housing and food insecurity and how it affects our clients.

Essential Duties/Responsibilities:

- Strong understanding of workforce development topics such as resume building, skills development, cover letter building, understanding of different types of employment statuses and other relevant topics
- Ability to assist in translation for clients with paperwork and connections with other community resources.
- Assess for client's needs revolving around workforce including vocational counseling and training to develop individual employment service plans such as: assist clients on employment services available, including potential jobs, additional trainings, schooling and other skill enhancing activities.
- Assess for client's needs revolving around alongside domestic violence, HIV, STIs, mental health, social service needs
- Facilitation of Workforce Development presentations in person and virtual sessions
- Seek out trainings and job opportunities for clients
- Maintain and expand a network of providers who can assist participants with opportunities and trainings
- Conduct programmatic outreach, HIV and STI testing as needed and screening on an agency wide rotating schedule
- Develop and support client's goals identified in individual service plan
- Work closely with client in collaboration with external agencies
- Provide information regarding workforce development to clients
- Ensure Linkage to care by accompanying clients and assisting in systems navigation such as job listing sites, criminal justice, healthcare, child welfare, and social services systems

- Documentation and data entry of all client interactions via progress notes and ETO database
- Produce monthly data and program reports
- Attend and promote program at community meetings and outreach events
- Develop and maintain relationships with social service providers working with client
- Represent *Voces Latinas* at meetings and forums in an utmost professional manner and strengthen linkages with other community partners.
- Keep up with latest healthcare/immigration policies
- Other duties as required

QUALIFICATIONS:

- A.A. or B.A. degree in social work, counseling, psychology, or equivalent (preferred)
- Community Health Worker/Promotora training (a plus)
- Minimum of 2 years experience in social service, systems navigation, etc.
- Commitment to service as a personal value
- Sensitivity to and experience with needs and circumstances of immigrant population
- Experience in delivery of educational workshops in health literacy preferred
- Excellent written and oral communication, public speaking and presentation skills, organizational and time management skills
- Strong interpersonal skills, creativity and flexibility (evening and Saturday availability)
- Ability to work independently and as part of a team both interdepartmentally and agency wide
- Cultural competency, humility, sensitivity and awareness
- Computer skills (Word, PowerPoint, Excel)
- Ability to read, write and speak English and Spanish and the ability to translate documents from Spanish to English

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibit discrimination in employment. People of color, Afro-Latine, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lissette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org