

Voces Latinas  
Job Description



**POSITION:** Application Assistant/Extended Workers Fund - Full-Time  
**SALARY:** \$20-22/per hour (35 hours a week)  
**REPORTS TO:** Program Coordinator

**Mission:** Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas 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 Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

The Excluded Workers Fund (EWF) has been allocated through the New York State Department of Labor to bring COVID relief for New Yorkers who have suffered income loss during the pandemic and were left out of the various federal relief programs, including unemployment and pandemic benefits.

Voces Latinas is seeking a technically savvy, social candidate who enjoys serving clients and solving problems for the role of Extended Workers Fund Application Assistant. The goal of this program is to assist those eligible for EWF with application submission and preparation of required documents; development and dissemination of informational EWF educational materials; door-to-door educational visits/conversations; and conducting live or virtual informational sessions about the EWF process; and more. In addition, outreach and provide assistance and additional services to community members who are not eligible to receive EWF, or ancillary services (e.g., financial literacy counseling).

**Essential Duties/Responsibilities:**

Working under the leadership of Voces Latinas Program Coordinator, the EWF Application Assistant will:

- Maintain expert knowledge of EWF eligibility rules, application processes, and the online portal;
- Provide telephonic, written, and face-to-face engagement and enrollment services and make follow up calls/emails as appropriate;
- Communicate effectively with individuals/teams in the program to ensure high quality and timely expedition of client needs;
- Manage application assistance activities including: attending weekly meetings, post-reporting, data entry and related tasks.
- Adhere to all data security and privacy protocols around EWF engagement;
- Support volunteer recruitment and training activities;
- Other duties as assigned.

QUALIFICATIONS:

- High school graduation or equivalent and at least one year of experience in credentialing and enrollment work or application assistance centered activities in an area related to the duties as described above;
- Excellent interpersonal, organizational, writing and computer skills;
- Experience with data management and reporting;
- Understanding of New York City's diversity and experience working with people of diverse backgrounds;
- Demonstrated proficiency in MS Office software with an emphasis on Excel, Word, and Gmail;
- Proficiency in written and spoken [Spanish]; **A MUST**
- Ability to travel within New York City.

*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 prohibits discrimination in employment. People of color, Afro-Latinx, 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:

**Lisette Marrero, MSW – Human Resources at [lmarrero@voceslatinas.org](mailto:lmarrero@voceslatinas.org)**