



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Outreach Intake Services Specialist
SUPERVISED BY: Center Director
SALARY: \$16.00 - \$18.00 HR, DOE. Full Time, Benefits & 401k
LOCATION: Modesto
DATE POSTED: April 14, 2022
CLOSING DATE: April 29, 2022, 5:00 p.m.

POSITION SUMMARY

Develops and distributes project outreach materials. Provides outreach, orientation, workshops, intake assistance for client support services as well as advertising and community relations. Performs intakes and eligibility determination for client emergency services and employment & training programs. Coordinates outreach to low-income and farmworker communities.

EXAMPLES OF DUTIES

1. Coordinates outreach or marketing efforts with County Plan. Will work independently and with center staff to promote CVOC projects.
2. Provides outreach, orientation, workshop facilitation and marketing services in each county.
3. Completes initial assessment, eligibility, and intake process for CVOC emergency and supportive services programs.
4. Responsible for accurate and timely completion of all required paperwork & reports as required for all services provided by the position.
5. Acts as liaison between CVOC and communities, ensuring that a positive and competent perception is projected and maintained.
6. Maintains outreach/marketing service logs and schedules advertising efforts.
7. Other duties as assigned.

REQUIREMENTS

1. One year post-secondary education **or** two years customer service, counseling, job search assistance, teaching, or other relevant experience.
2. Excellent communication skills (written and verbal).
3. Computer literacy.
4. Valid CDL, auto insurance, clean DMV record.
5. Bilingual English/Spanish

PREFERRED

1. Prior experience in community relations/outreach.
2. Prior experience performing client eligibility determination.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet.

EOE/At Will Employer