



We provide services, activities, and support to promote self-sufficient and fulfilling lives for aging adults in our multi-cultural community.

Job Description

POSITION: Resource Navigator

LOCATION: Southeast Seattle Senior Center

REPORTS TO: Executive Director

STATUS: Contract Position, Part-time through 12/31/2023

APPROVED BY: Executive Director

SALARY RANGE: \$26.00 - Hourly

SUMMARY: This position is a regular, part-time (20 hr per week) position responsible for assisting the Center's Social Worker and Community Engagement Coordinator in providing information, assistance, and services for seniors that promotes activities that will help to meet their personal, social, behavioral, and emotional needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in information and referral services at the center, and community outreach to community partners, health clinics, etc.
- Assists in advocating for individual seniors to remove institutional barriers and minimize inequities.
- Assist in facilitating support and educational groups presentations that respond to the needs of participants and community.
- Performs outreach activities within the Center and community to connect seniors to the center and larger community where they live.
- Participates in senior center events as a part of the Center's team with direction from the Executive Director and Social Worker.
- Demonstrates above average public speaking skills.
- Assists in marketing, publicizing, and recruiting seniors to the SESSC via flyers, social media, presentations to outside organizations.
- Hosts events at the Center and invites local non-profits and organizations to share resources with seniors.
- Through public speaking events, provide vital program and service information to seniors in the 98118 community and beyond.
- Work collaboratively with Center's Program Coordinator to perform needs assessment and participate in focus groups of SESSC members to determine their needs and program interests.
- Assists and participates in tabling resource events to increase participation at the Center.
- Schedules and participates in weekly visits to nearby senior housing to provide information and referral services.

- Completes typing, data entry, filing and other clerical and office tasks as assigned.
- Contributes to the development and maintenance of a cohesive staff and volunteer team; work cooperatively with all staff and shares in operational responsibilities.
- Demonstrates an eagerness to learn and enhances skills that promote equality and inclusion.
- Operates a variety of office machinery including, but not limited to, computers, copiers and fax machines.
- Communicates effectively and professionally in the English language, both verbally and in writing writes reports and correspondence as needed.
- Works effectively with individuals of varying backgrounds and service needs.
- Regular, reliable, and punctual attendance at their designated work site to support business operations, team goals and the public.
- Works effectively under pressure and with frequent interruptions; can prioritize and problem solve individually and with other team members.
- Completes work and projects in a thorough and timely manner, which may include working with minor budgets.
- Understands and follows directions from supervisors, posted work rules and procedures.
- Works courteously and effectively with Center staff, board of directors, supervisor and other employees, public, public officials, volunteers and other service providers, both in person, in writing and over the phone assisting them with a wide variety of information
- Operates a motor vehicle requiring a valid driver's license.
- Demonstrates initiative in performing job functions.
- Attends daytime, evening and weekend meetings and events as required in the performance of job duties; therefore, adjusted work schedule may be required on certain days.
- Performs other duties as necessary and/or assigned.

WORK CONDITIONS

Most of the work is conducted indoors in a clean, climate-controlled setting with a moderate noise level. Local travel is required, as the employee will be working in multiple locations within the community. Some work may be conducted in the homes of participants with environments that can vary and cannot be guaranteed. While performing the duties of this job, the incumbent is regularly required to sit, talk, and hear; frequently required to work and use hands to finger, feel, and/or handle writing utensils, computers, and office supplies. The employee is frequently required to stand, walk, and reach with hands and arms; occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to maintain confidentiality of information. The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills. The employee is required to maintain professional composure, tact, patience, and courtesy at all times.

REPORTING RELATIONSHIPS

Under the general direction of the Executive Director of the center, the employee works within the guidelines of established policy with work direction provided by the Social Worker and Community Engagement

Coordinator. The employee will exercise some independent judgement and decision making to develop and implement programs and projects. Unusual problems or special requirements are referred to the Executive Director for resolution. Performance is reviewed through observation of activities and results, periodic discussion, and formal review.

MINIMUM EDUCATION AND EXPERIENCE

College level course work in social work is desired. Two years' experience in a human service field, knowledge and experience in state and federal information privacy laws, including, but not limited to, Health Insurance Portability and Accountability Act (HIPPA) is desired (recommended>)

Bachelor's degree is highly desired.

REQUIRED LICENSES

Possess and retain a valid state driver's license without impending loss at the time of appointment.