

Catholic Charities, Diocese of Fort Worth, Inc.
Job Posting

JOB TITLE Intake/Outreach Worker (Bilingual)

PROGRAM Families First

JOB SUMMARY

The Families First program provides outreach and parenting classes (through a chosen, evidence based curriculum) to families in Tarrant County that are at risk of coming to the attention of Children's Protective Services. The families involved in the program are experiencing moderate to serious problems related to low parenting skills.

The role of the Intake/Outreach Worker is to conduct community-based outreach activities to locate, enroll or refer potential clients for appropriate services and conduct community-based outreach/educational activities designed to create awareness about the program and its services. The Intake/Outreach worker will also be responsible for screening all potential clients for eligibility and will managing the caseloads of program staff and make appropriate case assignments.

REQUIREMENTS

- Cultivate positive relationships with relevant funding and monitoring entities, faith based organizations, social service providers, and other community partners
- Participate in appropriate community collaborations.
- Facilitate and/or conduct outreach activities including presentations to service providers and potential clients, community fairs, one on one engagement, and education on available resources.
- Plan and host quarterly collaborative committee meetings with other community stakeholders
- Evaluate target population to identify appropriate outreach strategies.
- Identify and recruit eligible individuals and/or families for program services.
- Screen potential clients for eligibility, and assess basic needs.
- Provide enrollment assistance and/or referrals as appropriate.
- Complete all necessary documentation to ensure compliance with funding requirements, licensing requirements, COA standards, and agency quality assurance standards.
- Solicit in-kind donations to support program needs
- Provides transportation for self and/or others to off-site locations, including areas that are not ADA compliant.

QUALIFICATIONS

- Bachelor's degree in Social Work or related field and one year experience in social services or a combination of education and experience.
- Bilingual (Spanish-speaking) required.
- Must submit to a pre-employment language assessment and criminal background check.
- Additional licensing and other qualifications may be required for particular programs according to state standards, funding requirements and agency policies.
- Must have reliable transportation, a current Texas driver's license, and evidence of auto liability insurance. Must be willing to transport clients in his/her car.

WORK HOURS AND LOCATION

Regular office hours are 8am-5pm (Monday-Friday). Occasional weekend/evenings hours may be required for outreach related activities.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.

No phone calls, please.

Date Posted: August 29, 2011

Remove Posting: Until position is filled