

# Community Liaison - Bilingual Spanish/English

## Hark Job Opportunity

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### **Purpose Statement**

Community Liaisons provide comprehensive needs assessments in order to develop individualized resource plans, provide comprehensive follow up and collect data to improve individual stability and inform ongoing resource development in the community.

### **Position Relationships**

Reports to: Director of Community Liaisons

Coordinates with: Community organizations and Excellerate Foundation Staff and Leadership

### **Position Qualifications**

Required experience and training: Bachelor's Degree in Social Work, Family and Human Services, Psychology or other related field

Desired experienced and training: Previous experience in conducting assessments and comprehensive knowledge of community resources

Special requirements of the position: Bilingual in Spanish and English

### **Key Skills**

- Excellent communicator
- Ability to learn and utilize innovative technology
- Skilled in conflict resolution
- Highly Flexible and Adaptable
- Excellent people skills
- Excels and operates in a fast paced environment

### **Job Responsibilities**

- Conducts assessments with individuals to assist in determining relevant resources and guide individuals through the resource connection process.
- Refers individuals to appropriate outside organizations; provides follow up to insure the individual's needs are met and outcomes of these services.
- Assists clients through the process of applying for financial assistance.
- Become highly educated in the human services sectors of NWA.
- Develop trust and a positive working relationship with individuals, families, communities, and providers/organizations.
- Advocate for individuals and families.
- Develop a working relationship with other Community Liaisons.
- Participates in the Hark at Excellerate Foundation meetings and trainings.
- Responds to inquiries from providers regarding available resources and referral processes through offering information and/or direction. Providers include but are not limited to

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landlords, social workers, school staff, and healthcare providers.

- Conducts oneself in a manner consistent with the professional standards of Hark at Excellerate Foundation.
- Perform other duties as assigned by the Director of Community Liaisons.

Please note this position is hybrid and requires some in-person days. Interested applicants should email their resume to [info@harknwa.com](mailto:info@harknwa.com)

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