



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

July 20, 2017

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following **part-time** position:

FAMILY LIAISON

The Family Liaison works under the direction of the Family Liaison Coordinator and Center Coordinator. They facilitate community engagement, community connection and community empowerment in a highly diverse population.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Support youth and families with integration into the community
 - 1.1 Promote programs, services, and resources that are available to families
 - 1.2 Outreach to families through regular home visits
 - 1.3 Assist in planning, promoting, and attending community events
 - 1.4 Track outcomes by keeping logs from home visits and other outreach activities
2. Coordinate partnerships and resources
 - 2.1 Follow-up with families, partners, and/or other agencies to ensure families receive the services or resources needed
 - 2.2 Act as a facilitator between families and community organizations, such as schools, health clinics and other appropriate services
 - 2.3 Set regular office hours at assigned neighborhood centers to provide access

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent, or any equivalent combination of related education and experience in working with families and youth.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of skills and techniques used in a community learning center programs.
2. Skill in First Aid and CPR; skill in word processing, spreadsheets, office machine usage and the operation of micro-computers.

3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Bi-lingual or multi-lingual preferred.

18 hours per week

Occasional instances when schedule will need to be modified for service projects, community or outreach events.

HOURLY RATE: \$11.00 (Grant-funded)

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered

Application available on website at www.southsaltlakecity.com

apply online or apply in person

220 East Morris Avenue (2nd floor)

South Salt Lake, Utah 84115

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER