

EL CENTRO de la RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: PEER OUTREACH SPECIALIST

Pay Grade:

Pay Status: Executive _____ Management _____ Staff X
Contract _____ Exempt _____ Non-Exempt X

Reports To: Human Services Director

Date Summary Established: 10/16 **Last Revision Date:** 2/2021

Written by: Human Resources Administrator **Approved by:** Executive Director

VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

POSITION SUMMARY

The Peer Outreach Specialist will provide outreach and student support for the Federal Way Open Doors Program targeting disengaged Latinx youth. The objective is to connect Latinx and youth of color to continuing their education, completing their high school equivalency. Act as a role model and mentor who provides support, resources and information.

KEY DUTIES AND RESPONSIBILITIES

- Develop and create a recruitment/outreach strategy with Case Manager and Open Doors team. Attend weekly meetings with supervisor/case manager to discuss strategies and progress.
- Identify, recruit and assist Latinx youth and youth of color to enlist and reengage in their high school education.
- Collect intake information, track and submit weekly attendance, progress, and prepare monthly program narratives and reports. Enter monthly data collected into salesforce.
- Work with community partners to build awareness of the services provided for Latinx youth/youth of color reengaging in education at FWOD.
- Assist case manager in motivating and inspiring students during Covid and post Covid, assist in developing surveys, and academic and cultural enrichment activities.
- Participate in the TIRP Village as an advocate for Latinx students.
- Meet/check-in daily with students remotely, on virtual platforms, and in person when school reopens.

PEER OUTREACH SPECIALIST

- Work with students both individually and in groups to provide opportunities to reconnect with school and work.
- Attend school collaboration meetings, virtually during Covid. (staff meeting).
- Assist parents and students with school enrollment forms, and other supports as needed.
- Maintain strict confidentiality of all staff and student information.
- Assist with translation for Spanish speaking students and/or parents.
- Attend weekly Charlas, staff meetings and bi-weekly meetings with Human Services Director.
- Perform other duties as assigned.

MEASURABLE STANDARDS

- Must have a proven ability to work well with youth.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds, remotely and in-person.
- Understands and fulfills contractual obligations.
- Must be able to maintain effective relationship with co-workers, participants, parents, community representatives, and general public.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Presents a professional manner and appearance.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- B.A. degree
- Three to five years of work experience and experience working with youth.
- Bilingual Spanish/English both written and oral fluency.
- Must have a car and a valid Washington driver's license and show evidence of insurability.
- Must have excellent oral, written and organizational communication skills.
- Must be effective in conflict resolution.
- Must have excellent computer skills, specifically in Excel and Word.
- Ability to accept direction from a supervisor.

WORKING CONDITIONS/ENVIRONMENT

Work is performed remotely during Covid 19. Otherwise, the physical location is at the Federal Way Open Doors school/campus, and at El Centro de la Raza's Federal Way Office. Travel within Federal Way and participant service locations are required for this position. May require evening or weekend service outside of scheduled hours. Works a minimum of 40 hours per week. This position requires a 6-month probationary period.

NOTES AND SPECIAL REQUIREMENTS

A criminal background check is required for this position, due to the fact that this individual works with youth on a regular basis. The above duties or working procedures

describe the chief function of the job and are not considered to be a detailed description of every duty of the job.

BENEFITS

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

Please send resume to Denise Perez Lally at dperezlally@elcentrodelaraza.org, or stop by El Centro de la Raza at 2524 16th Ave S, Room 213, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call 206.957.4609