



building brighter futures for our children and families

3650 Standish Avenue, Santa Rosa, CA, 95407 | (707) 585-6108
www.calparents.org

Job Title: Bilingual Resource Assistant

Job Classification: Regular full-time, non-exempt

Reports to: Resource Services Program Manager

Hours: 40 per week, some evenings and weekends required

Job summary: The Bilingual Resource Assistant provides referrals and assistance in navigating available community services and provides psychoeducation as a means of prevention and self-sufficiency. This position provides support services to high-risk Sonoma County families referred to us by Family Youth & Children Services.

Essential functions:

- Provide basic needs assistance to families including, but not limited to, organizational skills, accessing community support systems and resources, increasing client skills in income and employment areas, and increasing client knowledge of health and nutrition information.
- Effectively assess available resources.
- Provide assistance, education, and skill-building to assigned clients.
- Make supportive referrals for services such as housing, employment, financial (long and short term), domestic violence, childcare, sobriety, basic needs.
- Develop case plan with clients.
- Track and monitor client progress and plans.
- Act as a mandated reported.
- Use own vehicle to travel to meet with families in person in their homes or in the community.
- Maintain flexible work schedule to meet families' needs.
- Conduct strength and needs assessments.
- Complete required documentation for Sonoma County Family Youth & Children.
- Carry of caseload of 18-24 cases.
- Collaborate with service providers, community resources, and families.
- Communicate with clients in Spanish or English.

Requirements:

- At least one year of experience working or volunteering in a human services position working with vulnerable populations.
- Communications: express ideas clearly, concisely and effectively, both verbally and in writing. Practices reflective listening skills.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Positively represents CPI to clients, employees, and other community providers.
- Patience and tolerance in meeting families at their current developmental stage.

Our mission is to end child abuse and strengthen the health of children, parents and families.



child parent institute

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- Organized, accountable.
- Basic computer skills required.
- Spanish/English Bilingual.

Desired knowledge/skills/experience:

- Knowledge/experience with domestic violence; parenting issues, child development and family resources.
- Knowledge and experience providing trauma-informed care.
- Bachelor's degree in a human services field strongly preferred.
- Experience with case consultations preferred.
- Self-care skills.
- Comfortable working with limited resources.
- Motivational interviewing skills.
- Prior knowledge of local community resources.

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