

La Esperanza, Inc.

POSITION DESCRIPTION

Position Title:	Family Development Assistant	Salary Range: N/A
Department:	Family Development	Status: Volunteer
Classification:	Volunteer	
Supervisor:	Family Development Coordinator	

Summary of Position:

The Family Development Assistant's primary responsibility will be to assist the Program Coordinator to assess client's needs and to provide our clients with the tools and resources they need to lead a productive and self-sustainable life.

Minimum Requirements:

- Fully bilingual (English/Spanish)
- Proficiency in Microsoft Office Programs (Word, Excel, Power Point, Publisher)

Knowledge/Skills/Abilities:

- Good oral and written communication skills
- Ability to manage multiple tasks
- Organizational, interpersonal and research skills
- Ability to work effectively with La Esperanza staff and other volunteer

Specific Responsibilities:

- Interview clients to obtain information to determine their need
- Provide individuals with information of other services available to help meet their needs.
- Assisted clients in filling applications for work, passport, house rentals, etc.
- Refer clients to different organizations as needed
- Research information that pertains to the clients need
- Utmost confidentiality when dealing with clients

Other Duties:

- Participate in internal and external activities
- Other duties that may arise

For further information please contact: Maria Porras at 302-854-9262 or mporras@laesperanza.org