

## **JEWISH FAMILY SERVICES JOB DESCRIPTION**

**JOB TITLE:** Economic Empowerment Program Assistant  
**DEPARTMENT:** Employment & Economic Empowerment

### **PURPOSE/SCOPE OF RESPONSIBILITY**

To support program and client needs in the economic empowerment programs, including Refugee Agricultural Partnership Program and Individual Development Accounts Program

### **ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Completes administrative tasks with clients while fostering independence and education. These tasks may include completing opening bank accounts, obtaining identification or immigration related documents, applying for public benefits or housing programs
2. Assists with and encourages program participation and engagement
3. Maintains client-related documentation standards by preparing and completing in a timely manner all required records and reports for all assigned clients
4. Classroom instruction: develops and leads related classroom activities, workshops
5. Assists clients with economic advancement in individual and group settings
6. Works with clients and staff in the office, community settings, and with home visits
7. Involved in creating various relevant program materials
8. Provides interpretation and translation assistance

### **OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Meets client's needs by participating in the planning for necessary services in the agency.
2. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.

3. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
4. Contributes to team effort by accomplishing related results as needed.
5. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
6. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
7. Demonstrates effective judgments by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
8. Maintains safe and clean working environment by complying with health and safety guidelines.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimum of high school diploma, some college, eligible for a work-study award, ability to communicate verbally and written in English, to follow directions, and to be organized and meet deadlines.

### **REQUIRED LANGUAGE SKILLS**

Ability to express oneself in an articulate and effective manner both verbally and in written communication.

Comfort communicating with individuals for whom English is their second language. Multilingual ability preferred.

### **REQUIRED REASONING ABILITY**

Ability to deal with abstract as well as concrete concepts, problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.