



## **JOB DESCRIPTION**

**TITLE:** Community Liaison- Bi-Lingual (English/Spanish)

**CLASSIFICATION:** Non-exempt/40 Hours per week

**PROGRAM/DEPARTMENT:** CalWORKs

**IMMEDIATE SUPERVISOR:** Clinical Supervisor

The Westside CalWORKs Counseling Program provides mental health and substance abuse counseling services to participants enrolled in CalWORKs, San Francisco County's welfare to work program serving low-income families.

### **SUMMARY OF POSITION RESPONSIBILITIES:**

Under supervision of the Clinical Supervisor, the Community Liaison assists the Westside CalWORKs Counseling Program, Department of Public Health, and Department of Human Services in the outreach, development, and evaluation of CalWORKs' behavioral health programs. The goal of the Westside CalWORKs Counseling Program is to help families achieve their economic independence by providing services to those whose substance abuse, domestic violence, and/or mental health conditions have proven to be, or are expected to become barriers to employment.

### **QUALIFICATIONS:**

1. Bi-Lingual English-Spanish
2. At least one year experience working in non-profit setting with culturally diverse population preferred.
3. Good interpersonal communication skills, including the ability to be non-judgmental, a good listener, supportive, and respectful with a culturally diverse population.
4. Ability to work independently and also as a team player.
5. Ability to work with professional counseling staff in a collaborative manner.
6. Ability to work occasional evenings and occasional weekends.
7. Current or previous CalWORKs recipient.

**APPLICATION PROCESS:** E-mail: [jobs@westside-health.org](mailto:jobs@westside-health.org)  
Reference job id: 092806-CALWORKS

or  
Mail Resume To:  
Human Resources Department  
Westside Community Services  
1153 Oak Street  
San Francisco, CA 94117

Phone: 415-431-9000  
Fax: 415-552-3917

**WESTSIDE Community Services Is An Affirmative Action, Equal Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.**