

CITY OF IRVINE IS HIRING!

Outreach Assistant I - EPT Older Adult Services

Extended Part-time: Up to 32 hours per week
\$23.28 - \$30.95 per hour

The Position:

Do you have the desire to make a meaningful impact in a vibrant and diverse community? Join a collaborative workforce committed to serving the City of Irvine. The City of Irvine is seeking candidates who have experience, compassion, and a commitment to providing outreach and care management services to older adults through Resource Linkage services.

Your Impact:

- Provide direct assessments and referral support to connect participants with resources at community sites.
- Maintain current knowledge of community resources and services to expand and provide viable referrals to community resources to address participant needs.
- Provide technical guidance and training to volunteers.
- Maintain effective relationships with the program participants, family members, advocates, community partners, volunteers and City of Irvine staff.
- Provide specialized resource consultation in complex areas to participants and other staff.
- Ability to maintain strict confidentiality of information gathered from program participants and others related to the assessment of participant needs.
- **Hours: Up to 32 hours required per week. Weekend availability also required.**

Minimum Qualifications:

- Equivalent to two years of college or university level work in social work, gerontology, human services, social ecology or closely related field, and two years of social work, outreach or counseling, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Graduate level experience and education is desirable.

Best Fit:

- Ability to effectively listen and respond to the public's needs by providing services, information, and assistance in a professional, courteous, and enthusiastic manner.
- Ability to follow directions, manage multiple priorities, and accurately complete requests in a busy environment.
- Ability to lead and mentor a team of part-time staff.
- Diverse experience in administrative tasks.
- Ability to work in a fast-paced environment; flexibility to respond to changes in direction quickly and effectively.



 **Older Adult Resources**



For more information, and to **apply by 5PM on September 26,** scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

