



Catholic Charities Diocese of Monterey

Position:	Disaster Preparedness and Outreach Specialist	FLSA:	Non-Exempt
Program/Department:	Disaster Relief	FTE:	40 hrs/Week
Supervisor:	Disaster Relief Program Manager	Salary & Classification:	
Location:	Monterey and Santa Cruz counties	\$18 -\$21 hourly	

ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey is a member agency of Catholic Charities USA, the largest network of social service provider in the U.S with 167 agencies nationwide and 12 in the State of California. Catholic Charities Diocese of Monterey serves the counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Catholic Charities promotes equal opportunity in all employment decisions regardless of race, national origin, sex, marital status, physical /mental disability, age or other bases protected by federal, state or local law.

Programs:

The programs are: Family Support Services (Rental Assistance, Cal Fresh, Medi-Cal, SNAP-Ed, nutrition education and other services), Tattoo Removal, Immigration and Citizenship, and Disaster Relief.

Mission:

Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

POSITION SUMMARY:

Under the direction of the Disaster Relief Program Manager, the Disaster Preparedness and Outreach Specialist will promote and disseminate information regarding disaster preparedness to low-income families and individuals in the Santa Cruz and Monterey Counties.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Plan, prepare and facilitate culturally sensitive emergency preparedness workshops to adults and children, following approved materials.
- Facilitate sessions proficiently in English and Spanish.
 - Plan, organize and attend community outreach events to promote agency programs with a special focus in disaster preparedness.
 - Maintain clear records and documentation as indicated in contracts and state guidelines



- Provide weekly and monthly reports of activities.
- Assist the Disaster Relief Program Manager with program needs and help identify potential process improvement
- Attend staff meetings and training as needed.
- Other duties as assigned by the Disaster Relief Program Manager

SKILLS, KNOWLEDGE, AND ABILITIES:

- A.A degree in Health and Human Services or related field from an accredited educational institution, or equivalent education and work experience.
- 1-2 years minimum experience facilitating educational workshops
- 1-2 years providing community outreach in the fields human services
- Bilingual and Bi-literate in English and Spanish required
- Effective communication and interpersonal skills, both individually and in a group settings
- Ability to attend occasional evenings and weekend outreach events.
- Ability to work in fast pace environment
- Flexibility and willingness to take on new tasks
- Must be comfortable with frequent interruptions
- Proficiency using excel spreadsheets
- Knowledge of Santa Cruz and Monterey community resources
- The person holding this position is considered a Mandated Reporter under the California Child Abuse and Neglect Reporting Act and is legally required to report any suspicion of abuse or neglect to the relevant authorities

LICENSE, CERTIFICATIONS, REGISTRATIONS:

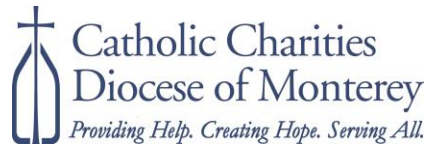
Valid Driver's License in good standing and vehicle insurance. Must provide own transportation.

OTHER REQUIREMENTS:

- Clearance of fingerprint background check is required.
- Ability to stand and be active for 2-3 hours at a time
- Occasionally lift or move up to 25+ lbs.
- Willing to attend agency outreach with 24 hours of notice

WORKING CONDITIONS:

- Comfortable office environment
- Some travel to other locations for meetings, trainings, etc.
- Under the Rehabilitation Act of 1973, Catholic Charities Diocese of Monterey must provide reasonable accommodations when an employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.



HOURS AND OTHER CONDITIONS:

This is a non-exempt, 40 hours/week position. Occasional weekends and evenings will be required. Salary is \$18-21/hour. Catholic Charities offers a full-range of employee benefits.

Application Process:

Please send resume and cover letter to hr@catholiccharitiesdom.org. Position will be open until filled.