



JOB DESCRIPTION

Position Title: Natural Helpers
Classification: Salaried Position – Exempt
Reports To: Case Management Supervisor

POSITION SUMMARY:

The “Keeping Our Promise” Program assist high-risk families who live in Miami-Dade County’s Commission District 1, (Miami Gardens, Opa-Locka, North Miami) by reducing the impact of familial and other risk factors that contribute to negative life outcomes.

Natural Helpers are “helpers” who community members “naturally” turn to for help. These individuals are highly respected for their knowledge of available resources and services. Many Natural Helpers will be residents in OLCDC’s apartment complexes and have good knowledge of community resources and assets. This position requires flexibility in hours to meet families when they are available, including daytime, evening and weekend hours.

GENERAL DUTIES AND RESPONSIBILITIES:

- Work with an assigned caseload
- Participate and/or provide support in Family Team Conferences, Parent meetings and group activities
- Attend mandatory trainings and orientation sessions
- Attend weekly case staffing of cases
- Complete reports about their work with families
- Volunteer to serve in OLCDC Community events

QUALIFICATIONS:

- High School Diploma or GED and/or a minimum of two years’ experience in children and family services
- Have a history of serving members of the targeted community
- Be knowledgeable about her/his community’s activities and members
- Demonstrate ability to navigate complex community systems
- Must be able to work independently and as part of a team.
- Flexibility and a “can-do” attitude are musts.
- Willingness to learn and take on new challenges.

If interested, please send your resume/CV with cover letter stating interest in position and the organization to: Nakia Bowling, Assistant Director of Community Initiatives - nakia@olcdc.org.