



Associate Family Consultant (bilingual English/Spanish)

Health Projects Center's (www.hpcn.org) Del Mar Caregiver Resource Center (CRC) is recruiting a full-time bilingual Associate Family Consultant (AFC) to provide support services to caregivers and families of brain-impaired adults. Health Projects Center is a non-profit health organization serving people in need on the Central Coast of California.

Responsibilities

- Provides caregiver information and referrals to general public
- Conducts intakes and screenings for potential new clients
- Conducts outreach to promote CRC
- Supports CRC clinical staff activities
- Manages digital and paper files
- Maintains CRC educational resource materials
- Tracks and orders training supplies
- Coordinates services with collaborators and vendors
- Co-facilitates caregiver education and training groups

Qualifications

- Demonstrated skills and experience providing supportive services in social services field
- Bachelor's degree in relevant field preferred
- Strong skills with Microsoft office
- Capacity to work with data bases and electronic data systems effectively
- Excellent verbal and written skills
- Ability to work with diverse staff and clients
- Strong customer service ethic
- Effective problem-solving skills
- Outstanding organizational skills
- Demonstrated success managing multiple tasks effectively
- Spanish language fluency **required**

Compensation

This is a full-time position. This position will be based in either our Salinas or Santa Cruz office. We pride ourselves in maintaining a flexible and friendly work environment. Hourly starting pay rate is \$16-\$22 per hour (depending upon skills and experience). We provide comprehensive benefits including: paid vacation (3 weeks to start); paid sick leave; company paid medical, dental, life and vision insurance; travel reimbursement; educational allowance; and pre-tax retirement plan with 5% of salary contributed by employer.

To Apply: Please send cover letter and resume to: info@hpcn.org. Put AFC in the header.