



HEALTH PROJECTS CENTER

Program Assistant (bi-lingual) – Part-time (10 hours per week)

Health Projects Center (www.hpcn.org) is recruiting a part-time Program Assistant to provide support to Health Projects Center's Del Mar Caregiver Resource Center. The Caregiver Resource Center provides supportive services to families caring for loved one's with cognitive impairments. Health Projects Center is a non-profit health organization serving people in need on the Central Coast of California. Employee may be based out of either our Santa Cruz or Salinas offices. We pride ourselves on featuring an innovative, friendly and flexible work environment.

Duties

- Conduct intakes with new clients
- Provide referrals to services for family caregivers
- Coordinate services for family caregivers
- Facilitate caregiver education and training groups
- Collect and organize caregiver educational materials
- Enter data about caregiver clients into electronic system
- Represent the organization at community meetings and events
- Assist with English/Spanish translation for client in one-on-one and group settings

Qualifications

- Training and/or experience providing educational and/or social services
- Strong skills with Microsoft office
- Excellent verbal and written skills
- Ability to work with diverse staff and clients
- Strong customer service ethic
- Outgoing personality comfortable presenting to groups
- Outstanding organizational skills
- Demonstrated success managing multiple tasks effectively
- Spanish language fluency **required**

Compensation

\$16 per hour.

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