



## PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY

### JOB DESCRIPTION

151 W. 40<sup>th</sup> Street  
Tucson, AZ 85713

**Job Title:** Family Resource Specialist, Siemer Family Stability Project

**Reports To:** Evaluation and Operations Manager

**Hours:** Full time (40 hours)

**FLSA Status:** Non-exempt

### PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Funded by the United Way of Tucson and Southern Arizona, the Siemer Institute Family Stability Project is a collaborative partnership project that provides support, resources and services to families to prevent homelessness and find safe, decent housing. The Family Resource Specialist will also help families move from crisis to stability by connecting families to vital community resources, such as financial assistance, job training, financial education and support for the entire family. The successful candidate will be a culturally-sensitive social services professional who has a positive influence on others and can build relationship.

**DUTIES AND RESPONSIBILITIES** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Identify and provide intake to eligible families from each of Primavera's existing programs, through community referrals, and by building positive relations with apartment managers.
- Work with families in the program to improve regularity and consistency of children's attendance at school by addressing core issues impacting financial stability and economic mobility.
- Create systems for communicating and data collection with other Primavera programs on behalf of shared program participants.
- Collaborate with other organizations in partnership to create smooth and effective referrals to provide whole family support through the crisis and beyond.
- Document services delivered to individual families, including documentation of funding used to meet cash assistance needs and in-kind donations provided to families.
- Timely and accurately complete reporting of program-related data, including success stories of clients on a quarterly basis, maintaining confidentiality of clients.

- Participate in quarterly meetings with United Way and partner organizations to share and learn from each other and to address challenges and identify ways to strengthen partnerships and improve practices.
- Participate in training opportunities, Siemer Institute Learning Sessions and the Siemer Annual Summit.
- Adhere to and demonstrate of Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Participates in program monitoring and evaluation activities.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of issues facing families that are housing insecure.
- Excellent interpersonal, written and verbal communication skills.
- Ability to work effectively with families, staff and partner organizations.
- Ability to multi-task, and to demonstrate resourcefulness and flexibility.
- Ability to work effectively with diverse populations.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Social Work, Family Studies or related field.
- Two years of work experience in social services setting, preferably in case management with families.
- First Aid/ CPR certification, or the ability to obtain.
- Level1 fingerprint clearance card, or the ability to obtain.
- Must have reliable transportation, a valid driver's license, a clean driving record, current registration, and proof of insurance coverage to attend off site meetings and conduct home visits.
- Proficiency with Microsoft Office, especially Outlook, Word, Excel as well as web-based databases.
- *Note: A combination of relevant experience and educational background may be considered in lieu of stated qualifications.*

## **PREFERRED QUALIFICATIONS**

- Prior experience working with low-income individuals and service programs.
- Bi-lingual in English and Spanish (spoken and written)

## **PHYSICAL ENVIRONMENT/CONDITIONS**

- Ability to work in a busy office environment with moderate noise levels, seated with intermittent standing, walking, bending, and stooping.
- Ability to lift and carry up to 25 pounds
- Visual acuity and hand dexterity to work with computer programs, documents, reports, and other data sources for reading, entering, processing, and routing information
- Ability to work proficiently with basic office equipment, including various computers, printers, fax machines, and copiers/scanners.

- Ability to travel to other locations as needed for outreach to property managers, schools, meetings, events, etc.

**(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)**

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, pregnancy, mental or physical challenging condition, marital/family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic(s) in accordance with applicable federal, state, and local laws.

**To apply for this position please send resume and cover letter to [jobs@primavera.org](mailto:jobs@primavera.org)**