

United Community Action Partnership, Inc.

INTERNAL/EXTERNAL POSTING

CLASS TITLE/POSITION: Head Start Temporary Somali Cultural Liaison (Job #0918A)

LOCATION: Willmar Area

STARTING SALARY: \$12.59-14.17/hour

JOB STATUS: Part Time Temp (29 hours/week)

EXAMPLES OF DUTIES:

- Provide oral interpretation from English to Somali and Somali to English.
- Provide assistance in written interpretation from English to Somali and Somali to English.
- Establish mutually respectful partnerships with families.
- Support families in accessing other community resources and to reach their goals.
- Contribute to effective program practices and maintain a commitment to professionalism.
- Support and Model UCAP's Behavioral Competencies.

EDUCATION AND EXPERIENCE:

- Experience in helping to effectively interpretation the English/Somali language to families.
- CPR and First Aid Certification.

KNOWLEDGE, ABILITIES AND SKILLS:

- Bilingual (Somali/English) required both written and verbal.
- Computer/keyboarding skills required.
- Demonstrated effective interpersonal, written and verbal communication skills, including speaking in front of a group.
- Knowledge and understanding of issues faced by low income people in the nine county areas.
- Knowledge about community resources available to families.
- Knowledge and understanding of integration of services.
- Reliable, regular attendance.
- Understanding and respect for cultural diversity and participant's right to make their own decisions.
- Ability to work independently and as part of a team.
- Reliable mode of transportation.
- Demonstrated problem solving or conflict resolution skills, and ability to work with other service providers on behalf of participants.
- Must have satisfactory completion of medical exam within 90 days of employment.

CLOSING DATE: Open to the public until filled.

CONTACT: Human Resources
United Community Action Partnership, Inc.
200 4th St SW, Box 1359, Willmar, MN 56201
(320) 235-0850 or 1-800-992-1710 Ext. 1129
Email: humanr@unitedcapmn.org

United Community Action Partnership, Inc. is an EOE/ADA/AA Employer

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