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| POSITION: Disaster Recovery Program Specialist | REPORTS TO: Program Manager |
| CLASSIFICATION: Full time -Non-Exempt - Temporary | DEPARTMENT: Disaster Recovery |
| COMPENSATION: \$18.00 Per hour | LOCATION: Key West, FL |

PRIMARY RESPONSIBILITIES:

This position reports to the Disaster Relief Program Manager and will be offering support to the Disaster Case Management Program (DCMP). The Program Specialist major area of responsibility will focus on intake, hard and electronic file maintenance, and other duties relating to clients and the program. This position will be in **Centro Campesino Key West office** and will require extensive travel.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Perform outreach duties as needed, either by phone or in the field.
- Assist Clients in understanding and completing applications and intake processes for the Disaster Relief Program.
- Evaluate the merit of assigned applications relative to the CSBG criteria.
- Performs a final review of DCM applications for accuracy to identify any errors or omissions and assures that required forms are complete and all supporting documentation is included in the file.
- Answer and retrieve phone message and sends responses by phone, email, mail to ensure accurate program's application and referrals to other staff.
- Keep and update electronic and hard client's records and files documents, maintaining all client data in a confidential manner, accessing client data into in the Red Cross Coordinated Assistance Network (CAN) for accurate purposes.
- Maintain a daily log of all applicant contacts and reporting it to the Disaster Relief Program Manager on a weekly basis.
- Provide documents, report, and/or information requested by the Disaster Relief Program Manager in timely manner to perform CSBG reports.
- Assist in registration and other duties for workshops, and events for the Disaster Relief Program.
- Performs any additional duties assigned.
- Prepares reports, keeps data and presents information relative to case management and disaster recovery activities.
- Attends training as required.

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- Associates Degree/ B.A. degree a plus. High School diploma or equivalent required.
- Bilingual English-Spanish.
- 1-2 years of related work experience. Knowledge of application process for government programs highly preferred.
- Must have the ability to work with co-workers in a professional, confidential and respectful manner.
- Commitment to professional communication and confidential maintenance of all client data and agency information.
- Able to pass a federal background check and drug test.
- Reliable transportation is required due to extensive travel within the assigned territory.
- Microsoft Office experience is required, able to use mobile devices to capture data.

COMPENSATION:

This is a Non-Exempt Full-time, temporary position. Hourly compensation and benefits package offered. Please send **cover letter explaining how experience meet the job's requirements and resume** to Wadith Martinez wmartinez@ccfcfl.org, any submission without both items will not be accepted. No phone inquiries will be accepted.

Centro Campesino is an EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.