**Position Title:** Bilingual Admin Assistant  
**Reports to:** LISTOS Coordinator  
**Hours:** Part-Time, 20 hours per week  
**Length of Position:** July 2022 - June 2023  
**Compensation:** $20-22/hr BOE  
**Location:** Napa County

**Overview:** In March 2020, On The Move (OTM) with the support of the Neighborhood Initiative, reopened the Napa County Recovery Center (NCRC), which was first deployed in the aftermath of the 2017 wildfires. In collaboration with other nonprofits and a host of public/private funders, the NCRC stands ready to support the Napa County residents in addressing disaster recovery needs as they arise. Since 2017, the NCRC has responded to community needs resulting from wildfires, droughts, floods, Public Service Power Shutoffs (PSPS), and the COVID-19 pandemic. In conjunction with the work being done by providing case management and emergency financial assistance both in Napa and Sonoma Counties, we have also enhanced our efforts on doing comprehensive, culturally appropriate outreach and education.

Napa LISTOS will provide expansive outreach and programming efforts in the City of Napa service area, which has received multiple disaster declarations over five years, including the Napa Fire Complex (2017) and the LNU Complex (2020) wildfires. Napa City Census are at a high hazard exposure, ranking higher than 70th-90th percentiles in California for fire, earthquake, and flood hazards. Napa LISTOS will target Napa census tracts that are highly vulnerable. Through the grant awarded by CAL OES, California Office of Emergency Services, LISTOS will increase communities disaster preparedness, response, recovery, and mitigation capabilities.

**POSITION SUMMARY**

The part-time Bilingual Admin Assistant will work with NCRC and LISTOS to ensure clients are promptly assisted and accurately prescreened. The primary role of this position is to pre-screen clients, answer phone calls, manage calendars, schedule appointments with case managers, and input data into Resource Ace. The Admin will learn an overview of LISTOS, the Eviction and Homelessness Prevention Collaborative (MSA), and other programs within NCRC. The Admin will ensure all participants are directed to the correct program and get them connected to resources. The Admin will work alongside the LISTOS Coordinator to assist City of Napa families with additional support through Administrative related duties.

**Roles and Responsibilities Description**

**Primary Responsibilities**
- Prescreen clients for LISTOS, Eviction and Homelessness Prevention Collaborative, Vaccine Outreach Collaborative (VOC), and other NCRC/ OTM programs
- Complete all necessary forms for eligible clients; referral, intake, ROI, etc.
- Assign level of priority to each client based on triage
- Provide clients with necessary program materials; flyers, forms, eligibility and documentation lists
• Assign and schedule appointments for Case Managers
• Input data using multiple platforms; Google, Google Drive, Resource Ace, SignNow, Dochub, etc.
• Share additional resources and/or referrals as needed
• Participate in trainings, supervisions and bi-annual performance reviews with the ERAP Coordinator
• Attend regular meetings and develop an Individual Development Plan.
• Assist in necessary program outreach; media, phone banking, flyerering, door to door, etc.
• Support clients with application and technology issues
• Work from home or at an office setting
• Perform other related duties as assigned

**Knowledge, Skills, and Abilities:**
• Some college and/or data entry or admin role
• **Must be bilingual**, oral and written fluency in Spanish and English
• Reliable transportation
• Attention to detail and being organized
• Capable of completing detailed documentation, paperwork and data entry
• Microsoft Office Suite
• Familiarity with Napa County
• Experience working with families from different ethnic, cultural, social and economic backgrounds
• Results focused and sense of urgency for goal achievement
• Multiple, simultaneous projects and multi-tasking
• Fast paced environment
• **COVID-19 Vaccination required**

**PTO:** 5 hours PTO accrual each month. Please refer to page 4-1 of the OTM Personnel Policies: PTO Schedule.

**Paid Holidays:** Compensation for holidays if they fall on a day you normally work and for the hours that you work on those days. Please refer to the OTM 2022-2023 calendar for a schedule of holidays.

**Business Expenses:** Track miles driven for work, reimbursement for approved out of pocket expenses will be paid monthly upon submission of a reimbursement request and receipts.

**Health Benefits:** As a part time employee you may choose to receive health insurance through Kaiser at a pro-rated amount.

**Retirement:** Employee contributions to a 403b plan are optional.

**To Apply:** If you are interested in this opportunity please email your resume to Maria Amezcua at maria@napacountyrecoverycenter.org. Position will be closed on July 25th or until filled.

*On The Move considers this position to be a mandated reporter of elder and child abuse.*

**On The Move and Napa County Recovery Center do not discriminate on the basis of race, age, color, religion, national origin or ancestry, disability, sexual orientation, sex, gender identity or**
expression--and are an equal opportunity/equal access employer committed to diversity and inclusion. Napa County Recovery Center is a program of On The Move http://www.onthemovebayarea.org/.

*** On The Move participates in E-verify for employment eligibility.