

Job Title:	EWF Bilingual Outreach Worker	Department:	Worker Center
Office Location:	2495 Main Street, Suite 438 Buffalo, NY 14214	Position Type:	FT/PT Flexible, Salary, Employer paid HI/DV, mileage. \$19.25/hour
Date Posted:	8/24/2021	Posting Expires:	Rolling Basis until filled
Applications Accepted By:			
E-MAIL: JOBS@WNYCOSH.ORG Attention: Position Inquiry Re: EWF Bilingual Outreach Worker Please include cover letter, resume, and 3 references. Incomplete applications will not be considered.		MAIL: WNYCOSH 2495 Main Street, Suite 438 Buffalo, New York 14214	
Job Description			
<p>WNYCOSH is hiring an Excluded Worker Fund Bilingual Outreach Worker who will be responsible for providing assistance to community members seeking to apply to New York State's \$2.1 billion Excluded Worker Fund (EWF). The EWF, which is expected to launch in August of 2021, will provide one-time financial relief to New Yorkers who have suffered income loss during the pandemic and were left out of federal and state relief programs. The EWF Outreach Worker will work closely with other project staff to ensure access to the EWF for rural and hard-to-reach immigrant workers throughout Western New York. This is a full-time position with a desired start date on or near September, 2021. Employment will be for 10 months and is contingent on continued funding.</p> <p>EWF Outreach Worker should be based in Western New York and will be expected to travel in Cattaraugus, Chautauqua, Allegheny, Niagara, and Erie Counties to provide in-person application assistance services. When not in the field, the Outreach Worker will work in the WNYCOSH office or remotely based on organizational needs.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Provide both in-person and remote applicant assistance services to community members seeking financial relief through NYS's Excluded Worker Fund, including but not limited to: conducting eligibility screenings, assisting with preparation of application materials, application submission, case follow-up, and referrals for related services. • Participate in virtual and in-person outreach activities and informational presentations. • Participate in in-person applicant assistance clinics in various locations throughout WNYCOSH service area (may require regional travel). • Participate in regular team meetings and required training sessions. • Maintain accurate records of services provided and other EWF project activities. • Compliance with all WNYCOSH administrative procedures, including timely submission of timesheets and reimbursement requests. <p>Qualifications:</p> <ul style="list-style-type: none"> • Full verbal and written fluency in English and Spanish. Proficiency in additional relevant languages is a plus. • Direct experience working with immigrant populations, including unpaid, volunteer, or community work. • Direct ties to excluded worker communities in New York State is strongly preferred. • Familiarity with the challenges facing undocumented communities, especially during the COVID-19 pandemic. • Cultural competency and sensitivity to the diversity of the communities we serve, which mainly comprise new immigrants from Mexico, Central and South America, and the Caribbean. • Excellent communication and interpersonal skills. • Strong organizational and time-management skills. • The ability to work independently and with a team. • Computer literacy, including advanced proficiency in Microsoft Office and Google based applications and the ability to quickly learn new software and applications. Proficiency with iPadOS is a plus • A valid driver's license and personal vehicle. • A demonstrated ability to work independently with limited supervision. • Proof of COVID-19 vaccination. <p>To apply, please submit a cover letter, resume and 3 references to Brian Brown-Cashdollar, Executive Director, at jobs@wnycosh.org, with the subject line "EWF Bilingual Outreach Worker." Incomplete applications will NOT be considered.</p>			