



Taller de José

## Job Posting - July, 2021

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| <b>Position:</b>         | Quinn Center Compañerx   |
| <b>Status:</b>           | Full Time Non Exempt   |
| <b>Reports to:</b>       | Quinn Center Executive Director &<br>Taller de Jose Program Director |
| <b>Primary Location:</b> | Quinn Center St. Eulalia   |

### Job Description:

The Quinn Center Compañerx will be responsible for implementing Taller de José's model of accompaniment at the Quinn Center. This individual will establish and steward relationships with existing and new community partners and service providers in the Western suburbs, coordinate outreach in the Proviso area, provide accompaniment services to clients, and assist with the evaluation of the Quinn Center accompaniment services. The Compañerx will be employed and trained by Taller de José and will report to both the Quinn Center Executive Director as well as the Taller de José Program Director.

### Essential Functions:

- Meets with clients, listens to their stories and determines services needed, providing resources, referrals and support to clients
- Accompanies clients offsite to courthouses, clinics, and other agencies as needed
- Connects with and researches social service agencies, schools, parishes, etc.
- Presents at various events to promote the mission and ministry of Taller de José and the unique partnership with the Quinn Center of St. Eulalia
- Maintains client files in accordance with Taller de José processes and protocols
- Assists with evaluation of Quinn Center accompaniment services
- Attends various community network meetings
- Assists with accompaniment outreach efforts at the Quinn Center, including social media posting and promotional material creation
- Provide feedback to Quinn Center program staff regarding workshops/programming (and possible collaborations) that address needs identified frequently during accompaniments
- Assists at Little Village Main office site as needed
- Attends staff meetings at the Quinn Center and Taller de José main office
- Coordinates with other Compañerx staff to ensure client needs are met and that Quinn Center administrative tasks (email, phone, etc.) are addressed in a timely manner
- Performs other such duties as directed by the Executive Director (Quinn Center and Taller de José)

### Desired Skills & Experience:

- Proficiency in both Spanish and English
- Ability to identify clients' situations/problems and link with agencies
- Computer literacy
- Ability to maintain accurate records and deadlines
- Cultural sensitivity and ability to work effectively with a diverse staff, clients, and community partners
- Ability to organize and keep confidentiality
- Ability to physically accompany clients on public transportation to various locations
- Mandated Reporter Training (will be provided)
- Virtus Training (will be provided)
- Completion of additional Archdiocese of Chicago compliance and safety requirements (will be provided)
- Good listener
- Flexible
- Creative
- Self-starter, ability to think critically and work independently on assigned tasks
- 1-3 year's experience in social services preferred
- Associates degree or higher preferred

### Working Conditions:

- Monday, Wednesday, Thursday, and Friday: 8:30am-5pm / Tuesdays: 10:30am-7pm
- Occasional nights and weekends will be required
- May require working flexible hours and on some weekends and holidays

This position is funded in part through grant funding. This is a full-time position with up to a one-year term, contingent upon a positive 90-day initial review. Possible term extension is based on the availability of funding. The expected employment period is August 15, 2021—August 14, 2022.

Candidates are invited to SEND LETTER OF INTEREST AND RESUME to **Monica Wodke, Director of Human Resources**  
mwodke@csjinitiatives.org by Friday, August 6, 2021