

Job Posting

Somali Language Line Specialist

Part time, Non-Exempt
20 hours per week

Posted: August 17, 2010

Open: Immediately

Resources for Child Caring (RCC), is an organization whose mission is to raise the standard of care for children. We are searching for an English/Somali bilingual person to serve as a language link between ELL families, child care providers, community programs, organizations, parents and the Minnesota Child Care Resource and Referral (CCR&R) agencies child care resource and referral programs and services.

ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective organizational relationships between CCR&R programs to help build the child care capacity within the Somali community.
- Respond to the needs of callers with effective interpretation of services and programs offered by CCR&R programs.
- Link services and resources of CCR&R agencies to providers and families of the Somali community, including parents interested in referrals, child care providers, and those creating family or center-based care.
- Track data on and evaluate the effectiveness of language access services.
- Publicize the availability of CCR&R language-specific services to the community.
- Document compliance with funding requirements and gather data for evaluation.
- Connect appropriate RCC resources to families and FFN childcare providers (i.e. subsidy, referral, training and grant opportunities).
- Identify and create relevant translated materials for use with providers and families.

REQUIREMENTS:

- Minimally two years direct experience working with members of the Somali communities in a direct service role, OR one year of training in the areas of child development, early childhood family education, family support or human services or 2 years working in a related field.
- Strong verbal and written communication fluency in Somali and English.
- Ability to work with individuals of diverse backgrounds.
- Detail oriented and strong time and organizational management skills.
- Computer knowledge and experience, specifically using a database.
- Demonstrated experience in providing direct services to individuals in their native language.
- Ability to articulate complex information clearly and comfortably in both Somali and English.
- Experience working both independently and as part of a team.
- Demonstrated ability to handle multiple tasks.
- Proven problem solving skills and the ability to analyze and assess needs.

SALARY AND BENEFITS:

RCC offers competitive salary and an excellent benefits package, pro-rated for part time. Our 90+ employee agency offers flexible schedules and a family-friendly, professional work environment. This position will be located in our Minneapolis office on Hennepin Avenue between Interstate 35W and Highway 280. Our main office is in an award winning building located in Little Canada near Highways 35E and 694.

IF INTERESTED:

Submit cover letter (in both Somali and English) and resume **with salary history** to:

Email - jobs@resourcesforchildcare.org with ATTN: HR-Language Line on the subject line

Mail - Resources for Child Caring, ATTN: HR- Language Line; 10 Yorkton Ct., St. Paul, MN 55117

Fax - 651-645-0990, ATTN: HR- Language Line