POSITION: Supportive Services Specialist Information & Assistance
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 921
COMPENSATION: $21.39 - $23.00 per hour
LOCATION: This position will be located at Passages, 25 Main Street, Chico, CA 95928.

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Passages Deputy Director provides administrative support, direct project and client support, leadership of Information and Assistance staff.

- Acts as the lead for Information & Assistance staff, providing ongoing training and maintaining standards of performance in information referral, assistance, resource compilation and organization, data collection, coordination with community agencies, and outreach activities.
- Helps support other Passages programs with informational flyers and brochures.
- Coordinates with Nutrition manager regarding delays or changes in food delivery system.
- Will participate in ADRC training as it regards to Options Counseling.
- Maintains and helps coordinate the reassessment of clients per Federal regulations.
- Helps coordinate client contacts for new projects.

EMPLOYMENT STANDARDS:

- Bachelor’s degree in Social Work, Public Administration, Community Services, or related field.
- Professional experience working with social service or community-based programs; work with older adults, persons with disabilities and family caregivers desirable.
- Must possess strong administrative skills, ability to work as member of team, relate to older adults, adults with disabilities, and caregivers, demonstrating sensitivity, active listening, and a respect for self-determination.
- Ability to analyze problems, to present options, and to advocate for clients.
- Possession of computer skills including familiarity with spread sheet, database, word processing and graphic design software.
- Knowledge of community services and government benefits.
- Possession of good written and verbal communication skills.

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by November 28, 2022. Documents submitted after this date will not be considered.
• Resume
• Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/ecd3cb0a5df2488eb5e2d6e4f45fc76d
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.