

EMPLOYMENT OPPORTUNITY

Job Title: **Bilingual Social Worker (Program Coordinator)**

What You Will Do

Molly's Angels is seeking a compassionate and dedicated Bilingual Social Worker to join our team as the Molly Cares Program Coordinator. The Molly Cares Program aims to provide comprehensive emotional support and resource referrals to seniors in Napa and Solano Counties.

Program Management (40%)

- Oversee all aspects of the Molly Cares Program, including program planning, implementation, and evaluation.
- Develop and maintain program policies, procedures, and protocols to ensure efficient and effective service delivery.
- Process qualifying Molly Cares referrals and inquiries from phone, website, and referral forms from community members, agencies.
- Collaborate with other team members to identify and address the needs of program participants.

Client Support (20%)

- Provide direct support to individuals and families enrolled in the Molly Cares Program, including conducting assessments, ensuring follow up if needed, and connecting clients with resources and services.
- Advocate on behalf of clients to ensure their needs are met and their rights are upheld within the healthcare and social services systems.
- Explore counseling and emotional support resources with clients and their families, helping them navigate the challenges associated with aging.

Community Outreach (20%)

- Build and maintain relationships with community organizations, healthcare providers, and other stakeholders to promote the Molly Cares Program and expand its reach.
- Conduct outreach activities to raise awareness of available services and engage potential program participants.

Documentation and Reporting (20%)

- Maintain accurate and up to date client records, ensuring compliance with confidentiality and privacy regulations.

- Prepare regular reports on program activities, outcomes, and impact for internal and external stakeholders.

What We are Looking For

- Bachelor's or master's degree in social work or a related field.
- Fluency in English and Spanish is required.
- Previous experience working with diverse populations, particularly bilingual communities, preferred.
- Strong interpersonal and communication skills, with the ability to establish rapport and build trust with clients and stakeholders.
- Excellent organizational skills and attention to detail.
- Ability to work independently (with supervision) and as part of a team in a fast paced environment.

Application Details

- Competitive salary commensurate with experience.
- Paid time off and comprehensive benefits package, including health insurance.
- Opportunities for professional development and continuing education.
- **Commitment:** Regular, Full-Time, Non-Exempt
- **Location:** Napa or Solano County (flexible) — remote, some office time required.
- **Salary Range:** \$80,000 to 85,000*

*Actual salary will be determined based on factors such as competencies, work experience, unique skills set, market demands, and work location. The salary range provided is subject to change and may be modified in the future.

How to Apply

Please submit a resume and cover letter outlining your qualifications and interest in the position to **Devereaux Smith**, dsmith@mollysangels.com. In your cover letter, please also indicate your proficiency level in Microsoft Office and Microsoft Excel and ability to learn specialized software platforms.

Molly's Angels is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.