



## **POSITION DESCRIPTION**

**JOB TITLE:** MICOP Child and Family Services (CFS) Case Worker

**REPORTS TO:** Genevieve Flores-Haro

**SALARY and BENEFITS:** \$20-\$24/hr., Full Time: 40 hours a week, 11 paid holidays a year, 5 days PTO, dental insurance, vision insurance, 403B retirement plan, 2 week winter break (2 holidays are included during this time)

**Application:** Please send a cover letter and resume to [hr@mixteco.org](mailto:hr@mixteco.org)

**Position is open until filled.**

## **Organization Summary:**

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

## **Position Summary:**

The Mixteco/Indígena Community Organizing Project (MICOP) seeks a case worker to assist families involved with Children and Family Services (CFS) with culturally and linguistically appropriate service that includes communicating with clients in their indigenous language and incorporating indigenous perspectives as they navigate the Child Welfare System. The caseworker will ensure clients understand the services available throughout the CFS system, eliminate barriers to entry, ensure they are able to make and receive appointments, provide interpretation and cultural context, assist in service navigation, and coach and mentor clients. The caseworker will also be working with the CFS social worker to ensure communication and appropriate service is being provided. This position is located at our Oxnard office.

## **Key Responsibilities:**

- Linguistic support to family, social worker, caregivers and service providers
- Review case plan and case documentation with indigenous clients to ensure comprehension
- Provide support to social workers with referrals and resource linkages
- Communicate with service providers to support family response and attendance
- Provide linguistic and supportive services to caregivers to help stabilize and preserve the temporary out of home placement of the child/youth
- Collaborate with CFS for case planning and case update activities including but not limited to attending Child Family Team Meetings (CFTM) and participating in Cultivating Solutions Mappings
- Attend social worker home visits and court hearings, as needed
- Create an environment where every mother, father and child/youth feels welcome and included
- Fill out applications and assist in enrollment in case plan services
- Make referrals and/or provide direct linkage to community resources
- Assist in making appointments
- Manage cases through timely data entry and reporting
- Interpret in Mixteco or Spanish for families and be flexible in adjusting your variant when necessary
- Interpret and explain English or Spanish written material (letters, advisories) in Spanish and/or Mixteco to families
- Represent and advocate for families and their rights as an indigenous community
- Maintain confidentiality in accordance with Welfare & Institution Code (WIC) 827
- Other duties as assigned.

## **Qualifications**

- High school degree or equivalent.
- Passion for mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.
- Ability to coordinate, organize, and track individual cases.
- Tri-lingual Mixteco, Spanish, English speaker.
- Computer skills – MS Word and Excel
- Ability to enter accurate data into database
- Attention to detail
- Excellent interpersonal and verbal skills, including the experience and ability to interact with staff, agency representatives, and especially, the community members. Team player.
- Desire to work with and advocate for the community
- Flexible schedule

Employee Status: Non-exempt

Located in MICOP Oxnard office