

# COMMUNITY SERVICES UNLIMITED, INC.

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PO BOX 62696 LOS ANGELES, CA 90062  
phone/fax: 213-746-1216 www.csuinc.org

## **CalFresh Outreach Associate Job Description**

- \*For immediate hire**
- \*Position open till filled**
- \*Bilingual English/Spanish a must**

**REPORTS TO:** CSU Executive Director

**PURPOSE OF THE POSITION:** The Outreach Associate will increase CalFresh participation among underserved, immigrant, seniors, and working people in Los Angeles, with a focus on the neighborhoods served by CSU in South Central LA.

### **The Ideal Candidate:**

Is outgoing and personable and likes engaging with community members in multiple and varied locations. Understands the connection between good food and good health and is enthusiastic about facilitating assistance to local families to access healthy food by enrollment in CalFresh. Is interested in working as part of a dynamic team, is flexible, rigorous and can work independently.

### **Major Duties:**

- Assess potential eligibility of CalFresh applicants.
- Complete CalFresh applications and accompanying verification documents.
- Provide CalFresh presentations, enrollment clinics, workshops, and trainings at direction of the ED
- Conduct outreach in appropriate settings at the direction of the ED
- Assist Helpline callers with food referrals as needed, conduct follow-up to Helpline callers interested in CalFresh and send correspondence, as needed.
- Distribute culturally and linguistically appropriate outreach materials particularly targeting Spanish-speaking immigrant communities.
- Ability to work some nights and weekends and occasional travel.
- Provide interpretation and assistance to facilitate client access to CalFresh information and services.
- Keep accurate, detailed records and progress reports on information distributed, contacts, and services provided as required.
- Attend team and collaborator network meetings.
- Other duties as assigned.

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## **Required:**

- Bilingual English/Spanish
- Valid driver's license and a reliable vehicle
- High school diploma/GED equivalent
- Dependability, punctuality, and initiative
- Compassionate and caring
- Must maintain strict confidentiality regarding client information
- Excellent written and oral communication skills
- Basic mathematical competency – addition, subtraction, multiplication, division
- MS Word, Excel, Outlook proficiency required; experience managing Access or other database system helpful
- Strong knowledge and familiarity with Los Angeles and South LA neighborhoods is desirable
- Experience of similar work is desirable

## **Applications must include: (incomplete applications will not be considered)**

Cover letter

Resume

References

**Contact: By Email or US Mail only. No phone calls.**

**[CSU@CSUINC.ORG](mailto:CSU@CSUINC.ORG)**

**Do not send to any other CSU email**