

JOB POSTING

Bilingual Social Services Specialist (Full-Time)

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

Bilingual in Spanish and English required

Provide support to reduce hunger by educating and assisting potentially eligible clients with SNAP/Food Stamp applications and related services.

Responsibilities

- Identify and develop avenues for distribution of outreach materials for the SNAP/Food Stamp program
- Communicate eligibility requirements to potential households
- Understand and utilize all processes related to federal food assistance programs
- Increase participation in food subsidy programs by establishing partnerships with community organizations
- Ensure monthly enrollment goals are met based on grant requirements
- Abide by regulations of HIPAA and state training

Requirements

- **Education and Experience**
High school graduate or equivalent required and minimum of three years' experience in social services
- **Technical Proficiencies**
Proficient knowledge of Microsoft Office Word, Excel and database software
- **Communication Skills**
Bilingual in Spanish required
- **Other Competencies**
Knowledge of federal food assistance programs, ability to work with diverse populations and produce results with little supervision
- **Travel**
Frequent travel in service area; must have reliable transportation, valid driver's license and proof of insurance (mileage reimbursement is provided)

How to Apply

Please submit resume and cover letter to jobs@tafb.org

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing required.