



Duet | Bilingual Program Coordinator, Caregiver Services

Position Description

Last Updated:	September 15, 2022
Title:	Caregiver Services Bilingual Coordinator
Supervisor:	Caregiver Services Director
Position Description & Scope of Work:	<p>This full-time, 40-hour per week position will support Duet’s Caregiver Services area through a wide range of services, including support group facilitation, information and referral, and peer support.</p> <p>This position will assist the Caregiver Services staff in carrying out existing and new caregiver services, focusing on Spanish-speaking caregivers, resulting in improved well-being to hundreds of caregivers each year. As with all Duet staff, this position will strive at every opportunity to promote organizational goals and values.</p>
Salary Range:	<p>\$48,000/year (non-exempt/hourly) (This position is funded for one year with a goal to make it permanent.)</p>
Key Skills Requirements and Responsibilities:	<ol style="list-style-type: none"> 1. Facilitate Spanish language caregiver support groups. 2. Provide information and resources to family caregivers, including Spanish-speaking caregivers, and make follow-up calls to family caregivers or others, as needed. 3. Assist in the design, content, and delivery of service area e-mails and newsletters. 4. Assist with planning symposiums, workshops, peer support activities, and support groups in partnership with service area director. 5. Assist with promoting, tracking, and communicating with Spanish language <i>Finding Meaning and Hope</i> workshop alumni groups. 6. Create and strengthen new partnerships that will enhance Duet’s caregiver services in the Spanish-speaking community. 7. Provide writing and editing expertise for Spanish materials. 8. Perform a variety of clerical duties such as communications, photocopying, data entry, filing, ordering supplies, creating signs and surveys, and reviewing mail. 9. Participate in staff and team meetings. 10. Work closely with other Duet staff and community agency personnel. 11. Carry out additional duties/initiatives as assigned.
Highest Priority Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to manage time well and handle multiple projects concurrently. ▪ Ability to problem solve, plan, organize and carry out activities, as well as to monitor progress in reaching goals. ▪ Willingness to learn, change, and improve. ▪ Reliable and self-directed; demonstrates initiative and resourcefulness. ▪ Compassionate and self-aware; flexible and patient. ▪ Sensitivity to diverse backgrounds. ▪ Represents Duet positively internally and externally at all times. ▪ Commitment to Duet’s mission, and sensitivity to diverse backgrounds.

Qualifications:	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills in both English and Spanish. ▪ Strong understanding of the local aging network, gerontology, and caregiver resources is preferred. ▪ Post-secondary education preferred. ▪ Individual guidance and group facilitation experience preferred. ▪ Proficient in Microsoft Office (Word, Excel, Outlook, etc.) and comfortable learning additional computer programs. ▪ Ability to drive occasionally for work-related functions with mileage reimbursement provided. ▪ Able to lift 30 pounds.
Benefits:	<ul style="list-style-type: none"> • Flexible work environment • Health and life insurance • Retirement plan contributions • Vacation, sick, personal, and holiday time off • Mileage reimbursement
About Duet:	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p>
Work Location:	<p>10000 N 31st Ave, Suite D200 Phoenix, AZ 85051</p>
To Apply:	<p>Email resume with cover letter to: Janet Richards Director, Caregiver Services Duet: Partners In Health & Aging richards@duetaz.org</p>