



EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC

1320 W CLAIREMONT AVE EAU CLAIRE, WI 54701 | PH: 715.832.8420 | FAX: 715.832.0612

We are here to empower people, advance cultures, and enhance the quality of life for Chippewa Valley communities by promoting relationships of trust, safety, and a sense of belonging.

Eau Claire Area Hmong Mutual Assistance Association, Inc Bilingual Community Outreach Specialist Job Description and Responsibilities

Position: Bilingual Community Outreach Specialist

Immediate Supervisor: Executive Director

Status: Part-Time, Non-Exempt, Limited Term (Based on Fundings)

Description:

Community Outreach/Liaison (.50 FTE): This position is primarily aimed at increasing crime awareness and providing culturally specific services to the Hmong community. The Community Outreach/Liaison (CL) is to assist the ECPD and ECAHMAA when appropriate in decreasing crime in the areas of domestic violence, crimes against the Hmong LGBTQ+ community, Asian hate crimes, gang involvement, theft, other petty crimes, and helping the Hmong community to understand laws, regulations, and ordinances within the Eau Claire City. The CL works closely with other social services providers when appropriate to make sure that services are provided to individuals and or families in a culturally sensitive manner.

This position will also be responsible for planning, developing, implementing, evaluating, and connecting comprehensive resources that will better the lives of the Hmong community. This position also requires regular networking and meeting with the community members (individual, groups, organizations) to share our program opportunities, including agency resources as well as other organizations' resources.

Principal Duties and Responsibilities:

1. Contact and connect with local, statewide, and national Hmong professionals in the field of gender-based violence to coordinate their participation, contributions, and schedule training.
2. Facilitate and plan culturally specific workshops and a conference to meet the needs of the Hmong community.
3. Meet with the Eau Claire Police Department on a regular basis to maintain connection and rapport, and to plan collaborative events.
4. Assist ECPD with circumstances pertaining to members of the Hmong community which are not related to domestic violence and/or sexual assault. Examples are theft, gang activity, disputes, drugs, weapons, unhoused individuals, etc.
5. Meet with other organizations on a regular basis to discuss barriers and other information about outreach work for the Hmong community.
6. Develop a comprehensive Hmong engagement strategy across all of ECAHMAA'S programs and services.
7. Create educational workshops and resources to distribute to the community.
8. Written translation of materials into Hmong.
9. Build community awareness.
10. Network with other organizations for resources.
11. Serves as the main contact and collaborates/organizes with other organizations for community activities/events.
12. Present on ECAHMAA's programs and services as well as Hmong cultural competency to agencies.
13. Attend and take all required Office on Violence Against Women (OVW) training and meetings.
14. Compile data and reports to meet grant(s) requirements.

WWW.ECAHMAA.ORG | 24HR CRISIS PHONE LINE: 715.864.6331

NON-PROFIT ORGANIZATION | EQUAL OPPORTUNITY EMPLOYER | EQUAL HOUSING OPPORTUNITY | UNITED WAY PARTNER



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Other Responsibilities and Requirements:

1. Is committed to professional development and attends training and meetings within and outside of the organization as assigned by the supervisor.
2. Has reliable transportation, a valid driver's license, and vehicle insurance.
3. Maintains a clean, organized, and comfortable environment within the organization.
4. Communicates concerns of the organization and client needs with management. Includes but is not limited to personal care items for the client, program needs, office supplies, and maintenance needs.
5. Trains and supervises volunteers as appropriate, ensuring volunteers receive a well-rounded experience.
6. Performs other duties as assigned by supervisor.

Physical Demands:

1. Work with frequent interruptions
2. Frequent walking, standing, ascending steps, descending steps
3. Lifting to approximately twenty pounds and occasional lifting of more may be required
4. Bending, stooping, reaching, twisting, typing, and grasping
5. Driving an automobile with or without passengers
6. Vocal communication is required for expressing or exchanging by means of the spoken word
7. Hearing is required to perceive information at normal spoken word levels
8. Visual acuity is required for monitoring and determining needs of residents, reading forms, and entering data
9. Moderate exposure to bacteria and communicable diseases
10. Occasional exposure to physical risk
11. Maintain emotional composure under stress

Environmental Factors:

1. Work is normally performed in an office, residential setting, but is not limited to the organization
2. Constant interpersonal interactions including speaking and hearing within an office environment

Compensation: \$19-\$20/hr; Compensation is based on experience and education.

Benefits: A part-time employee can earn up to one week of paid vacation, accrued sick leave, 8 hours of paid PTO per year, and paid holidays after successfully completing 90 days of employment.

Hours:

This position is part-time at 20 hours per week with the ability to work flexible hours as necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Duties may require working some nights and weekends to accommodate organizational needs. Travel may be required as needed. Amount of hours may increase depending on availability of grants.

Qualifications:

- A BA/BS in a human service-related field OR a combination of relevant education, employment and/or life experience is preferred.
- Bilingual in English and Hmong is required.
- Experience with knowledge of community resources is preferred.
- A clear understanding of the Hmong culture, history, traditions, barriers, etc.

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- Proficiency with productivity software such as Microsoft Word, Excel, Outlook, Google Apps, Canva, use multiple social media platforms, and ability to operate multi-line phone system and smart phones are preferred.
- The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management, and the general public is needed.
- Must have a valid driver’s license.
- Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA’s mission and values.

Additional Responsibilities

Complete other duties as designated by the Executive Director and/or Program Manager.

Acknowledgement Statement

By signing this form, I acknowledge I have received, read, and understand and that I must strictly observe and ensure compliance and requirements and controls detailed in the Job Responsibilities. All positions are subject to the availability of funding. The Eau Claire HMAA is a smoke, drug, and alcohol-free environment. I also understand that the Eau Claire Area Hmong Mutual Assistance Association, Inc is an “at will” employer and that my employment may be terminated at any time without due cause.

Bilingual Community Outreach Specialist

Date

Executive Director

Date

Executive Director

Date

ECAHMAA COMPLIES WITH APPLICABLE Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

POSITION DESCRIPTIONS ARE NOT INTENDED TO BE EXHAUSTIVE LISTS OF ALL RESPONSIBILITIES, SKILLS, OR EFFORTS. THEY ARE INTENDED TO BE ACCURATE SUMMARIES OF WHAT THE POSITION INVOLVES AND WHAT IS REQUIRED TO PERFORM IT.

Revision Date: 02/26/2024

Printed Copies are uncontrolled. See Executive Director for current version.

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