



DANIEL RIVERA
MAYOR

FRANK BONET
DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

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www.cityoflawrence.com

JOB POSTING

Title: Outreach Coordinator (Vietnamese) - Part-Time
Department: Council on Aging
Pay Grade: Grade 2 (\$35,000 - \$45,000) Benefits included
Union: Non-Union, Non-Exempt, 18 hours per week

Duties: This position is responsible for the advocacy of the elderly of Lawrence and the provision of information to assist elderly to participate in the department's programs.

Specific Duties/Responsibilities:

1. Provide information to members of the community regarding elder services.
2. Assist elders in the completion of application forms to obtain benefits and services in accordance with eligibility requirements including housing, food stamps, social security, transportation, etc.
3. Provides support to elders regarding issues that they may encounter.
4. Translates and interprets documents.
5. Functions as an advocate for seniors.
6. Performs similar or related work as required by the supervisor.

Qualifications: Associates Degree and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Bilingual (Vietnamese) preferred.

Appointing Authority: _____

(Signature)
Daniel Rivera, Mayor

Open Date: February 15, 2017

Deadline: Until Filled

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
Application and Full Job Description Available in the City Personnel Department
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.