



EMPLOYMENT OPPORTUNITY
City of Los Angeles
Department on Disability

Community Outreach, Referrals and Education (CORE) Division

Program Aide

Salary: \$19.31 per hour

The Department on Disability (DOD) is seeking a part-time Program Aide to work in the Department's Community Outreach, Referrals, and Education (CORE) Division. CORE is the Department on Disability's community affairs division, responsible for working directly with the communities they serve, City Departments and community-based organizations. CORE is committed to ensuring that the City is accessible and inclusionary in reaching people with disabilities with sufficient information.

The program serves approximately 1,000 unduplicated City residents with disabilities or organizations serving those with disabilities, receiving information or educational materials on accessibility issues.

DUTIES

The duties of this Program Aide position include, but are not limited to the following:

- Interviews constituents to identify client needs in areas of social services, education, training, employment and counseling; determines which available resources are most appropriate for the identified constituent's needs and refers clients to the appropriate service providers while tracking the information; develops and maintains a resource directory of service providers; compiles data relating to the type, quality, and nature of client's needs for purposes of developing future center services; and prepares narrative, statistical, and referral reports regarding client assessment and referral activities.
- Provides support by participating, and presenting during meetings or events.
- Plans community affairs programs through and in conjunction with the CORE team.
- Provides support to the division by data entry, typing various correspondence and reports, photocopying, filing, mailing, and other assignments.

EXPERIENCE, EDUCATION, AND OTHER PROFESSIONAL REQUIREMENTS

The ideal candidate should reflect the following:

- The preferred candidate will have a Bachelor's degree from an accredited university or working towards a Bachelor's degree.
- The preferred candidate must have knowledge of computer software including Microsoft Office, knowledge of the use of tablets or iPads, the creation and use of Google Platform, and its associated applications; Experience in graphic design is a plus.
- The preferred candidate will also demonstrate the ability to work in a fast-paced environment and must be highly motivated and responsible.

- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders to achieve results.
- Problem-solving skills with an ability to anticipate problems and develop solutions on deadline.
- The preferred candidate will have demonstrated skills, knowledge, and abilities in addressing information and referral requests and one year of experience in outreach events pertaining to social services.
- Strong written and oral communication skills.
- Have a valid California Driver's License.
- Ability to speak Spanish preferred.

HOURS

Hours are flexible but must be available to work weekends and night shifts, which may vary weekly depending on operational needs. Work hours range from 0-to-18 hours a week. There is no guarantee of hours/shifts for this position. Maximum hours allowed to work 1,040 in a year.

TO APPLY

Interested applicants should e-mail [with the subject line that reads "Program Aide", a resume detailing the applicable background and work experience, a cover letter of interest, and three (3) work-related references (include name, job title, affiliation, and telephone number) to [Mai Tran \(mai.h.tran@lacity.org\)](mailto:mai.h.tran@lacity.org)

Please no phone calls. The filing period may close at any time when sufficient resumes are received.

IMPORTANT INFORMATION:

- **This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.**
- As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.
- Sign Language Interpreters, Communication Access Real-Time Transcription, Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days' notice is strongly recommended.
- The City of Los Angeles is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information."
- For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf.