



STREET LEVEL HEALTH PROJECT  
OWC DAY LABORER EMPLOYMENT ADVOCATE  
JOB DESCRIPTION

**Time Commitment:** 40 hours per week. **FT/ With benefits**

**Reports to:** Immigrant Rights and Empowerment Program Manager

**Organization:**

Street Level Health Project (SLHP) is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban, immigrant communities in the Bay Area. Street Level is “a safety net of the safety net” and serves as a point of entry to accessing health and other services for those most often overlooked and neglected, namely the uninsured, underinsured, and recently arrived.

The Oakland Workers’ Collective (OWC) was launched in March 2012. OWC is a worker-driven collective committed to building community among Oakland day laborers. We provide vocational training and leadership development that informs workers of their rights, creates safe employment opportunities, advocates for policies that support immigrants, and partners with other organizations that are committed to racial justice for immigrant workers. Please see website for more information:

<http://streetlevelhealthproject.org> and [www.oaklanddaylabor.com](http://www.oaklanddaylabor.com)

**Job Description:**

The Job Referral and Placement Coordinator will collaborate with the IRE Program Manager to connect employers with OWC members; conduct job intakes; as well as outreach to potential employers which can include: door-to-door leafleting, community events, and other strategies to increase job opportunities for workers. The coordinator will also be responsible for supporting creation and vision of alternatives for day laborers who previously looked for work on street corners to find work in a more safe, dignified, and organized environment.

**Job Referral Coordination and Placement (80%)**

- Managing the OWC job portal and daily phone (Mon-Friday phone line) requests to match OWC members to job opportunities
- Follow up with and implement OWC member manual agreements manual and organization agreements to continue building and maintaining relationships with day laborers and all OWC members. This includes implementing placement guidelines to ensure equitable distribution of placements among OWC members.
- Support OWC members and troubleshoot conflict as needed between employers and OWC members to ensure positive placements and repeat clients.
- Document conflicts, incidents, and member issues as they arise at the day laborer corners and with OWC jobs and activities.
- Reach out to day laborers gathered at day laborer corners and invite them to use the OWC and build solidarity among and with them and increase the number of new participants.
- Cultivate an employer base to improve the job referral process and increase client satisfaction. May include but not limited to: conducting outreach activities such as flyer distribution, social media posts, job search, business visits and others as needed.
- Assist Program Manager in nurturing leadership development with OWC program by promoting and encouraging civic participation and democratic decision-making practices with the day laborers, and center’s committee

### **Administrative Responsibilities (10%)**

- Maintain weekly records of job placements and issues. Keep job referral datasheet updated with workers' and employers information, job referral data, feedback, worker's job performance, outreach, and other information as needed for grant purposes.
- Coordinate OWC volunteers and delegating tasks as needed.
- Assist potential OWC members with drop-in and scheduled new member intake meetings and be available to meet with workers as needed to give support to members participating in program.

### **General Organizational Support (10%)**

- Support occasional organizational events and advocacy efforts (such as annual holiday event and other social events).
- Collaborate with other program staff to ensure documentation of referrals between departments.
- Attend weekly staff and program meetings and any other external meetings representing the organization as needed.
- Perform other duties as assigned

### **Skills and Experience Required:**

- Must be fluent in English and Spanish, with strong written and oral communication skills. Mam speakers are highly encouraged to apply.
- Experience working with Immigrant and Day Laborers; Commitment to immigrant rights and social justice
- Knowledge of Microsoft office, Google Suite, Social Media; Salesforce experience preferred.
- Demonstrate ability to work independently in a fast-paced environment.
- Ability to prioritize tasks and work well under pressure.
- Strong teamwork and organizational skills
- A valid California driver's license, and good driving record
- At least two years of customer service, call center, or hiring hall experience
- Basic knowledge of trade skills or desire to learn (ex. construction, gardening, moving, painting, etc.) to better understand employers that call for a specific type of job.
- Skilled in group facilitation, conflict resolution, community outreach, with a demonstrated ability to interact with diverse populations including staff, clients, business leaders, community partners, and funders.

### **Salary and Benefits:**

Compensation will be based on an hourly rate of \$22.00 per hour for a 40 hour work week. Compensation includes a full benefit package (medical, dental, vision, accrual of vacation and sick leave). Additionally, after completing the first year of hire, the employee is eligible for 10 days paid leave during our annual holiday closure.

How to Apply: Please submit a cover letter and resume to [jobs@streetlevelhealthproject.org](mailto:jobs@streetlevelhealthproject.org). **Include the job title in the email subject.** Applications without cover letters will not be considered. This position will remain open until filled.

*Street Level Health Project (SLHP) is an equal opportunity and affirmative action employer, and does not discriminate on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin, marital status, age, disability, gender, identity, HIV status and any other characteristic protected by local, state, or federal law, in any of its relationships with employees or employment applicants.*