
Public Benefits Navigator
Position Reports To: Family Resource Coordinator

POSITION SUMMARY

This position will work with program providers including DHSS and Food Bank of Delaware to provide support to enroll eligible families in essential benefits programs, including federal meal benefit programs and provide ongoing workshops that connect families with additional essential resources. This is a part-time position of 15-20 hours per week working in the Family Resources Center (FRC) at the Community Education Building (CEB).

PERSONAL TRAITS AND STRENGTHS

- Excellent communication and people skills
- Team player
- Flexible
- Organized
- Ability to work cooperatively with other organizations
- Ability to maintain confidentiality
- Client-service oriented

KEY SKILLS AND EXPERIENCE

- Experience working to connect families with food benefits.
- Experience relationship building with resources and organizations in the greater Wilmington, DE area.
- Ability to work effectively with families from diverse backgrounds and age groups.
- Knowledge of hunger and poverty issues.

KEY ROLES AND RESPONSIBILITIES

- Educate and enroll families in benefit programs including federal meal programs.
- Conduct ongoing workshops that connect families with additional food resources.
- Collect and maintain necessary data and provide reports and feedback when required.
- Provide assistance to eligible families to apply and enroll in benefit programs.
- Increase awareness and access to federal benefits and FRC resources, including food and meal benefits.
- Maintain and safeguard highly confidential information.
- Perform other work-related duties as assigned.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree from an accredited college
- Experience in social services in Delaware
- Highly proficient with Microsoft Office Suite
- Ability to get to and from work reliably
- Must have a current valid driver's license



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- Bilingual Spanish/English – preferred
 - Must pass criminal background check

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org with the subject line "Public Benefits Navigator."

