

MANYMOTHERS

Strengthening Our Families, One Baby at a Time

Position title: Resource Connection Assistant

Reports to: Program Manager

Location: Santa Fe, NM

Position Status: Intern

Time Commitment: Many Mothers can host an intern on a set schedule between 10-20 hours per week.

Background

Many Mothers' mission is to provide in-home services and wraparound care to achieve health equity and wellbeing for babies and their caregivers in Northern New Mexico.

Summary of Position

Many Mothers is seeking a highly skilled, values-aligned individual to join our growing team. Working with the Program Team as a strategic thought partner. The duties of the intern will focus on supporting the administrative and operating needs of the program as well as the Santa Fe Parenting Center. With training and guidance, the intern will be working directly with the public by assessing their needs and navigating them to essential resources such as SNAP, WIC, Medicaid, and additional community resources. This role will also be present at the Parenting Center as a forward-facing individual and consistent person at our other programming.

Primary Roles and Responsibilities

- Serve as the first point of contact for referrals through the UniteUs platform and be the first point of contact for walk-ins at the Parenting Center and non-Maternal Support Program clients. This will include assessing clients' needs and navigating them to external and internal resources.
- Manage the Caregiver's Meetup at the Santa Fe Children's Museum. The responsibilities would include facilitation of the group, sending a weekly email, managing attendance, and ensuring the group upholds the mission and values of Many Mothers.
- Enroll families in different programs with guidance from staff
- Willingness to learn case management software
- Participate in MM outreach events
- Provide information about safe sleep
- Listen to families
- Participate in Staff meetings
- Keep close contact with sources of referrals.

Required Qualifications

- Working toward at least an associate's, bachelor's or advanced degree in Social Work, Psychology, Community Health Work, Human Services, or a closely related field;
- At least 6 months of creating and managing client intake and referral systems; or comparable training and activities
- Ability to manage multiple clients at one time
- Availability Friday mornings

Core Competencies

- High degree of integrity and dependability with a self-driven work style
- Demonstrated ability to set priorities
- Proven track record as an impactful negotiator, team player, and relationship builder
- Strong attention to detail
- Ability to prioritize competing tasks and projects
- Excellent communication skills (written and verbal)
- Willingness to address conflicts or issues as they arise
- Provides creativity, humility, humor, kindness, and flexibility
- Strong critical thinking skills, curiosity, and willingness to learn
- Commitment to developing and strengthening relationships with community members, peers, funders, and partners
- Solid understanding of child welfare and the 0-3 landscape.
- Some experience working with diverse communities; experience with New Mexico communities is helpful but not required
- Self-reflective approach to work and a willingness to offer and receive feedback in service of professional growth both individually and organizationally

Intern Outcomes and Opportunities

- Direct work with clientele within the aged 0-3 landscape, including infants, toddlers, pregnant and postpartum mothers, and their families
- Case management training
- Paid professional development and learning opportunities in the realm of infant and maternal health
- Ample opportunity to work with diverse populations of people
- Independent research development opportunities
- Technical training on case management software and other technical aspects of case management

Working Conditions

- Many Mothers encourages work flexibility to ensure a harmonious work-life balance
- Ability to work in-person at the Santa Fe Parenting Center in Santa Fe is required for this position (This is not a remote opportunity.)
- Work requires only minor physical exertion and/or physical strain.

Many Mothers is an equal opportunity employer that actively seeks a diverse work force. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status.

Compensation: Intern stipend may be available. Please send a cover letter and a resume to hire@manymothers.org.