



## Healthcare and Volunteer Assistant

### Position Overview and Responsibilities

The Alliance seeks an energetic and enthusiastic administrative professional, who is passionate about working with volunteers and serving abused and neglected youth.

The Healthcare and Volunteer Assistant will carry a caseload, helping youth secure access to Medi-Cal coverage and medical and mental health treatment. They will attend trainings and collaborative meetings regarding Medi-Cal and keep abreast of updates and changes to relevant laws and regulations.

In addition, the Healthcare and Volunteer Assistant will work directly with student volunteers interested in advocating for Alliance clients. The Assistant will serve as the primary contact for student volunteer applicants, with responsibilities including attending career fairs, screening candidates, coordinating the interview and onboarding process and collecting timesheets. They will also serve on the Alliance's Volunteer Committee, helping ensure that student volunteers have an excellent experience.

### About the Alliance for Children's Rights

The Alliance for Children's Rights is a private nonprofit 501(c)(3) organization dedicated to protecting impoverished, neglected and abused children and youth throughout Los Angeles County by securing the services and support they need to thrive. Since 1992, its legal and social work professionals, together with hundreds of pro bono attorneys and community volunteers, have worked to expedite foster care adoptions, secure access to healthcare, obtain vital educational services, and help transition-age foster youth achieve self-sufficiency. The Alliance also works statewide to reform and improve child welfare practices and to remove the many barriers foster children face.

### Qualifications

Successful candidates will have a college degree, outstanding organizational, communication and client service skills, and strong attention to detail. Initiative, follow-through and the ability to work collaboratively in a team setting are very important in this role.

**Fluency in written and spoken English and Spanish required.**

Familiarity with foster youth, Medi-Cal policies and procedures and experience volunteering and/or working with volunteers desired.

### Application Process

Please send resume and cover letter to JoAnn Parrilla via email at [j.parrilla@kids-alliance.org](mailto:j.parrilla@kids-alliance.org).

### Equal Opportunity

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.