



Child and Family Resource Coordinator

JOB DESCRIPTION:

The Child and Family Resource Coordinator supports and strengthens families through the focus areas of connecting children and families with community resources, assists with community outreach and engages families in Center-Driven programs/activities. The Family Resource & Service Coordinator provides individualized support through a family support plan, community resource referrals, home visits and ensures successful enrollment in key services;

QUALIFICATIONS

- Undergraduate Degree in related field
- Minimum three years of experience working directly with families
- Experience making referrals and linking families to community services
- Experience in case management preferred
- Ability to work independently
- Proficient in Microsoft: Word, Excel, Outlook, PowerPoint
- Excellent organizational, time management, customer service and communication skills

CORE FUNCTIONS:

- Assist in development and implementation of family support programming with Advocate Advisor
- Refer and link families to appropriate programs and community resources as needed
- Work to support Center and collaborative outcomes
- Assist families with completion of applications to community services and/or programs
- Collaboration with Disability Connection in development of Parent Resource Directory
- Identify resources in area
- Provide families with referrals and follow-up via phone and in-person
- Enter information into Optima database and ensure records are updated
- Attend mandatory training
- Maintain cooperative working relationship with co-workers, supervisors, families, partners and the community
- Maintain confidentiality of all information at all times
- Performs targeted outreach as needed

ESSENTIAL FUNCTIONS:

- Assess family needs and help establish goals in identified service areas
- Assist families in development of a family support plan to complete established goals
- Make appropriate referrals to community agencies and ensure necessary follow-up
- Completes tool to measure outcome
- Makes at least two home visits for each family enrolled in service
- Any other duties as assigned by the Executive Director that ensure the highest level of advocacy for children
- Ability to play with small children on the floor

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and I understand what would be expected of me. CASA of Harrison County reserves the right to change or reassign job duties or to combine positions at any time.

I also understand that this is a grant funded at-will position.

EQUAL OPPORTUNITY EMPLOYMENT AND AFFIRMATIVE ACTION

It is the policy of CASA of Harrison County to provide equal employment opportunity to all applicants and employees based on qualifications and abilities without regard to race, color, sex, age, religion, national origin, disability, sexual orientation or veteran status.

CASA of Harrison County is an “Equal Employment Opportunity and Affirmative Action Employer”.