

JAMIESON COMMUNITY CENTER
JOB DESCRIPTION

CLASS TITLE: Resource Coordinator

FUNCTION: The Resource Coordinator is responsible for coordinating and assisting participants in receiving resources. This role involves collaborating with various agencies, service providers, and stakeholders to address the complex needs of clients and ensure they receive integrated and personalized care.

HOURS: Minimum of 40 hours/week

PAY RATE: \$45,000 - \$50,000 per year

SUPERVISION: Responsible to Executive Director

EXAMPLES OF DUTIES:

- Conduct comprehensive assessments of individuals or families to identify their strengths, needs, and goals.
- Develop individualized service plans in collaboration with clients and relevant stakeholders.
- Meet with individuals/families with an established schedule.
- Coordinate the delivery of services by collaborating with service providers
- Identify and connect clients with appropriate community resources, including housing assistance, counseling services, financial support, educational programs, vocational training, and other relevant services.
- Maintain accurate and confidential records of client progress, service plans, and resources. Prepare reports detailing service outcomes and adherence to established goals.
- Advocate on behalf of clients to ensure they receive appropriate and equitable services, collaborating with agencies and community stakeholders to address systemic barriers.

QUALIFICATIONS:

- Bachelor's degree in social work, psychology, human services, or a related field or relevant experience
- Previous experience working with diverse populations and complex needs.
- Strong communication, interpersonal, and intervention skills.
- Ability to effectively collaborate with multiple stakeholders and work with a team-based approach.
- Knowledge of community resources, social services, and support systems.
- Relates well to people of all ages, sexes, religions, races and ethnic groups

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, fine manipulation, foot or leg controls, driving, speaking, the ability to hear, understand, and distinguish speech and/or other sounds, and near and far visual acuity