

ASPIRANET - JOB DESCRIPTION

Position Title: Bilingual Community Resource Specialist
Responsible to: Center Director
Employment Status: Full Time/Exempt or Part-Time/Non-Exempt
Core Code/Position Code/WCC: 8/5167/8742

Job Summary:

Under the direction and supervision of the Center Director, this position will provide leadership in interfacing with the broader community by facilitating access to community resources for families with children ages 0 to 5.

Duties and Responsibilities:

- Assess needs of families and children from diverse cultural backgrounds utilizing appropriate interview techniques and a variety of methods and tools
- Conduct child development screening (training to be provided)
- Assist and facilitate family eligibility for specific programs based on federal, state regulations and policies
- Connect families with available community resources by providing information, referrals, education, advocacy, enrollment assistance/eligibility and follow up as necessary
- Expand current programs and initiate parent peer support groups at Center, focusing on empowerment
- Working with other agencies in assigned area to ensure availability and provision of supportive services for clients (e.g., vocational rehabilitation, medical, mental health, education)
- Develop and maintain up to date community resources and library for parents, community partners and staff use
- Design and implement workshops, support groups and trainings for parents on community resources and/or common social emotional child development issues
- In partnership with First 5, First 5 Center and Aspiranet, participate in program design and implementation to include the development of systems to collect appropriate documentation
- Maintain records, collect data, prepare reports and conduct work utilizing a data system
- Participate in First 5 evaluation and other efforts to improve the quality of the overall program service delivery system

Qualifications:

- Masters Degree in social work, mental health, early childhood education or related field.
- *Active Enrollment* in a MSW degree program may be considered in lieu of a Masters Degree in Social Work or a Masters degree or Masters degree enrollment in Mental Health, Early Childhood Education or related field and at least three years experience working directly with families, preferably where information and referral was a key component of job function, may be considered.
- Experience working collaboratively with multiple stakeholders
- Experience providing training or technical assistance in family services and/or community partnerships
- Knowledge of and sensitivity to the unique challenges faced by families living in poverty, its effects and the effects of trauma
- Knowledge of the principles, practices, and techniques of social work, group work, or community organization
- Knowledge of human behavior and development
- Knowledge of the basic principles of analyzing the physical, psychological, and social factors contributing to family functioning
- Knowledge of the scope and activities of public and private health and welfare agencies and public assistance programs

- Ability to design and implement workshops, support groups and trainings for parents on community resources and/or common social emotional child development issues and participate in program planning and development.
- Ability to maintain records, prepare reports and correspondence related to the work
- Ability to maintain favorable public relations
- Ability to utilize agency resources, technology and library to appropriately answer questions and provide guidance to staff, parents and other service providers
- Ability to educate and assist parents to respond to the social emotional needs of children
- Ability to engage families and facilitate opportunities that foster empowerment and self sufficiency
- Ability to communicate (verbal and written) in Spanish and English effectively and appropriately with others
- Ability to work independently as well as in a team environment.
- Excellent problem solving skills
- Proven ability to maintain professional boundaries and client confidentiality
- Ability to work with families of varying cultural, social, and economic backgrounds
- Ability to prioritize work, organize, and manage time effectively
- Bilingual English/Spanish
- Ability to work evenings and weekends as needed.
- Meets all state required conditions of employment as set forth by Community Care Licensing for a licensed Community Care Facility; i.e. Fingerprint and Child Abuse Index Clearance, TB/Health Physical, valid California Driver's License and clean driving record (Motor Vehicle Report)

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is within safe OSHA standards.

Communication

1. Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, and youths.
2. Prepares clearly and concisely written reports and summaries
3. Must be able to comprehend, follow, and clearly convey instructions to others.
4. Must be computer proficient and be able to work on a computer for up to 40 hours per week.
5. Bilingual English/Spanish (preferred)

Physical Activities

1. Must be able to handle or manipulate objects, tools, and operate controls.
2. Must be able to reach for stacked products, store and retrieve file boxes on high shelves.
3. Must be able to push, pull, lift and/or carry as much as 10 lbs.
4. Must have the ability and skill to drive a vehicle.

I have read and understood the duties and responsibilities for my position as the Bilingual Community Resource Specialist.

Name: _____

Date: _____

Signature: _____