



**United Way of
Greater Plymouth County**



Job Title: Level I Community Resource Specialist

Program/Grant Category: Family Resource Specialist

Position Reports to: Family Resource Coordinator

Work Schedule: 30 hours per week, including evenings and weekends

Classification: Part time, Non-exempt, Hourly

Summary: Work with agency staff, parents and community partners to assess, refer and advocate for families across Plymouth County. Through the work of assisting families, the Level I Community Resource Specialist will also identify community needs and develop and implement programs and resources to meet those needs.

Essential Functions:

- Identify and assess the needs and strengths of families requesting support.
- Engage and support families using the strength-based approach.
- Provide families with community resources and referrals.
- Advocate for families as needed.
- Offer home visits or meetings along transportation lines if needed for families with no transportation.
- Develop and maintain a current list of available resources in the community.
- Identify community needs using a variety of testing, surveying and focus groups.
- Advocate, design programming and find resources for the above needs.
- Facilitate support groups as needs are identified within in the community.
- Develop, coordinate and implement programs that reflect the goals and mission of the Family Resource Center.
- Assist with developing and implementing marketing strategies for programs and activities hosted by The Family Resource Center.
- Actively participate in and develop community networks that support the goals and mission of the United Way and Family Resource Center.
- Attend and present at local agency and community meetings.
- Complete all required grant, state or other reporting in a timely manner.
- Enter data into database software and update as needed.
- Maintain organized, complete and confidential records for all families.
- Mentor and track interns.
- Assist and support the day to day functions of The Family Resource Center.

Skills:

- Good interpersonal skills
- Capacity to work with diverse groups
- Able to read, analyze and interpret professional journals, technical procedures and government regulations.
- Ability to effectively present information and respond to questions from youth, families, and the general public.
- Proficient in Word, Excel; experience with client tracking software preferred

Education and Experience:

- Bachelor's Degree in Social Work or other human service field is preferred.
- Bi-lingual. Cape Verdean Creole, Haitian Creole, Spanish, Portuguese
- Experience in human service environment.

Physical Demands:

- Able to lift up to 30 lbs.
- Moving tables or chairs to set up for presentations or activities.
- Carrying boxes of supplies or fliers for programs.
- Able to squat or sit on the floor when doing activities with children.
- Stand for two to three hours per shift if presenting or running a program.

Other Requirements:

- Valid driver's license
- Access to a vehicle
- Valid CORI