JOB DESCRIPTION

JOB TITLE: Social Services Resource Specialist

Job Family: Clerical/Secretarial Services

Range: 32

Days: 210

Job Purpose Statement/s: The job of "Social Services Resource Specialist" is done for the purpose/s of assisting the Community Connections Director with case management processes, and the development and maintenance of family needs assessments, referrals and follow-up assessments; networking with community services and advocacy within the community. This classification is distinguished by the need for incumbents to provide an advanced level of Family Action Plan (FAP) service as needed at designated site(s). Incumbents are responsible for providing leadership, orientation and training for Social Service Coordinators and Social Service Assistants as needed.

Incumbents maintain close cooperation and communication with a Case Manager and/or Community Connections Director, site principals, teachers, agencies and parents to effectively provide social service links to the needed community services.

Essential Job Functions:

* **Reviews** month-end reports as appropriate.
* **Maintains** confidentiality of all records, reports and comments.
* **Follows** the Healthy Start requirements.
* **Follows** all State, County and local guidelines.
* **Makes** efforts to network and collaborate with community agencies to promote Healthy Families in the community.
* **Assists** with referrals from various sources (i.e. SST's, agencies, self-referral) to the Healthy Family Program.
* **Assists** with case management, as directed.
* **Develops** needed community resources and maintains comprehensive Community Connections Resource Directory.
* **Keeps** all Healthy Families forms and records up to date and accurate.
* **Assists** in pertinent Healthy Start/Healthy Families reports.
* **Participates** in research, development, implementation and maintenance of additional client services and expansion of existing services.
* **Provides** a monthly Community Connection Center Activity report for designated site(s).
* **Participates** in program evaluation activities as needed.
* **Makes** home visits as needed.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Minimum of two years as a Social Service Coordinator within Community Connections.
* **Skills** – Typing/keyboard accurately at a rate of 40 words per minute. Bilingual skills highly desirable.
* **Demonstrate** adherence to Community connections non-judgmental philosophy of service provision and understanding of the Collaborative four basic goals.
* **Demonstrate** ability to provide a consistently positive attitude when dealing with fellow employees, families, Collaborative members and the community at large.
* **Demonstrate** excellence in providing Single Service and Family Action Plan Development and follow-up.
* **Demonstrate** ability to establish and maintain reasonable boundaries with and for client families.
* **Thorough** knowledge of all Community Connections policies and procedures.
* **Demonstrate** thorough understanding of Community Connections' role and the use of FAPs in improving family literacy, school readiness and academic performance.
* **Demonstrate** thorough understanding of the SARB, SST, and IEP processes and the role of Community Connections Social Service Coordinator within these processes.
* **Ability** to work collaboratively with community organizations and members to develop and maintain needed resources.
* **Thorough** knowledge of existing community resources.
* **Demonstrate** consistent use of non-judgmental verbal communication skills.
* **Strong** written communication skills.
* **Education Required:** High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. CPR-Child First Aide. Successful completion of District Proficiency Test. Possession of a valid California Driver's License.