Family Resource and Referral Center  
Job Description

Job Title: COMMUNITY RESOURCE SPECIALIST-HELP ME GROW 
Department: Resource and Referral 
Reports To: Director of Community Resource and Referral Programs 
FLSA Status: Non Exempt 
Grade Level: 03 
Prepared By: Human Resources 
Prepared Date: June 2021 

Family Resource and Referral Center (FRRC) employee responsibilities include becoming familiar with all programs operated by FRRC.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide assessments and referral services, as needed, to all families served in the Help Me Grow program, including all First 5 San Joaquin (F5SJ) funded programs.

Provide comprehensive developmental and mental health screenings using the Ages and Stages Questionnaire (ASQ) system for newly enrolled children who are receiving services to ensure appropriate referral and follow-up for special needs services.

Provide comprehensive developmental screening for children age 0 to 5 in child care settings funded by Raising Quality IMPACT, and provide appropriate referral and follow-up for special needs services and F5SJ services.

Empower families seeking services by connecting them with available community resources including referrals to 211.

Work effectively with schools, appropriate public and private agencies, family service agencies and neighborhoods to enhance oral health needs.

Provide Ages and Stages Questionnaire (ASQ) trainings to child care providers and health care clinicians as well as collaborate with F5 staff on additional training opportunities.

Participate in community outreach events to promote the HMG program and other FRRC services.

Advocate and promote child development and related early learning services or activities.

Attend all First 5 program meetings and trainings as required. May include other community based organization meetings.
QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual to perform essential functions.

Ability to work as a member of a team.

Ability to listen and communicate both written and orally in English. Other languages desirable.

Knowledge of community programs and resources available in San Joaquin County.

Ability to handle multiple tasks and projects.

Able to analyze statistical information and apply results to assigned area.

Good public speaking abilities.

Valid driver’s license, automobile, and proof of insurance.

ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB.

EDUCATION and/or EXPERIENCE

Associate’s degree in child development, liberal studies, human development or social services preferred or an equivalent combination of education and experience.

Two years of community work experience.

Experience educating parents, children and families with in-home education experience preferred.

Experience coordinate, planning and conducting meetings and workshops.

Experience working with diverse populations.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES:

Chief Operations Officer: ___________________________ Date:___________

Chief Executive Officer: ___________________________ Date:___________

Director of Human Resources:_______________________ Date:___________