

**Family Resource and Referral Center
Job Description**

Job Title: COMMUNITY RESOURCE SPECIALIST
Department: Resource and Referral
Reports To: R & R Program Supervisor
FLSA Status: Non Exempt
Grade Level: 03
Prepared By: Human Resources
Prepared Date: February 2022

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.

Responsible for providing information and services to child care providers including but not limited to: activity kits, totes, library materials, die cuts, brochures, and workshop schedules.

Understand the needs of child care providers to determine resources that they may need and be able to research and assess services for the providers.

Assist, interpret and present child care needs to the community.

Demonstrate the ability to interpret and understand the DSS licensing regulations.

Provide comprehensive screenings and referrals, as needed, to all families served in First 5 San Joaquin (F5SJ) funded programs including Help Me Grow and 2-1-1.

Conduct targeted outreach and utilize culturally and linguistically appropriate program strategies to promote proportionate representation of ethnic groups (i.e. Southeast Asian, African American, and Hispanic) for the CalWORKs population.

Work effectively with schools, appropriate public and private agencies, family service agencies and neighborhoods to enhance child care.

Assist with recruitment, training and retention of child care providers as assigned; provide technical assistance to individuals interested in becoming licensed.

Participate in professional child care organizations.

Participate in community outreach events to promote FRRC services.

Conduct trainings, workshops, and orientations for the agency and in the assigned area.

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

Provide information and support services to parents throughout San Joaquin County.

Routinely maintain kiosks in assigned area with information and materials appropriate to the area or needs.

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.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES:

Department Manager: _____ Date: _____

Executive Director: _____ Date: _____

Human Resources: _____ Date: _____