

Community Resource Coordinator Job Specification

Job Summary

The Community Resource Coordinator is responsible for research, development, implementation and evaluation a comprehensive resource coordination model. It has become evident that to best meet the needs of our community, we need to develop a case management and referral system to connect individuals to additional resources available. Many individuals attending our various programs need access to existing internal services including free health care, educational programs etc. and external community resources. In the past few months, many of our programs have distributed Intake Forms to clients to better understand additional needs of our community.

Principle Responsibilities

RESEARCH and DEVELOPMENT: Increase capacity of Vineyard Community Center and related services to meet the holistic needs of clients and families accessing one or more existing programs through a Comprehensive Community Resource Coordination Plan; Conduct a comprehensive assessment of community needs, existing services and resources and client population. Research and identify best practices and leading organizations that address priority community needs, barriers and provide similar services. Research and Develop an Infrastructure for Comprehensive Case Management and Referral Model; Develop Intake Process including forms, tools, and tracking follow-up.

IMPLEMENTATION: of Comprehensive Case Management and Referral Model at three sites (Vineyard Community Center, Northside and 5th Avenue food pantries.

EVALUATION: Develop a system for tracking and reporting on quarterly progress of activities and outputs for project. Complete an evaluation process consisting of quarterly reports, mid-year evaluation and end of year evaluations. Provide a comprehensive evaluation 2x a year to report on data outlining progress, barriers to success and problem solving strategies to address gaps.

COMMUNITY RESOURCES: Host Quarterly Events depending on Priority Areas in consultation with Executive Leadership Team. Assist with identification of strategic partnerships to support the various programs within Mercy and Justice.

OBB Oversight: Provide oversight and leadership with Ohio Benefit Bank services at 5th Avenue and Northside Food Pantries.

Core Competencies

Approachable	Detail Orientated	Ability to Give Feedback
Interpersonal Savvy	Functional/Technical Skills	Managing and Measuring Work
Spiritual Maturity	Communication Skills	Developing Direct Reports
Self-Awareness	Leadership	Motivating Others
Priority Setting	Systems Approach	Manages Conflict Well

Minimum Qualifications, Education and Experience

- Bachelor's degree or equivalent in social work, criminal justice, human services or relevant field
- Knowledge of Microsoft Office software and database use
- Strong interpersonal skills
- Minimum of 2+ years professional experience in advocacy, case management, social services or related field; or a combination of education and experience
- LSW preferred
- Supervisory or leadership experience preferred

Physical Requirements

Talking, Hearing, Seeing

Posting Details

- A short list of candidates will receive an email with a list of questions to be answered
- Successful candidates will receive an invitation for an interview with the interview team