

Resource Specialist Los Alamos, NM

Los Alamos JJAB is currently hiring a Resource Specialist to work with youth and their families. Our goal is to surround youth within our community with support, empowering them to thrive in school and life. Resource Specialists leverage relationships and local/regional resources to produce results and promote success.

Youth and their families may have a hard time accessing and navigating the maze of public and private services. While there are resources in our community, the Resource Specialists are the connective tissue able to coordinate multiple resources. This includes building a team of professionals that work together and provide support. The Resource Specialist coordinates and communicates with the team members to make sure each service is relevant to the youth's overall needs.

The Resource Specialist will provide case management and community resource services to youth ages 5 – 18, and their families. The position will case manage a minimum of 60 youth throughout the year, identify at-risk youth and families, administer assessments, provide referrals for appropriate services, develop coordinated service plans, provide follow up, and engage in community outreach and program development. This position is full-time, 40 hours per week, with a flexible schedule including the possibility to work some hours at home.

Qualifications:

- Bachelor's degree in Social Work or related field required
- Bilingual English/Spanish preferred but not required
- 2 – 3 years of knowledge and experience in case management, social work, or a related field
- Demonstrated ability to work with youth and their families providing excellent interpersonal skills
- Experience working with vulnerable/underserved populations
- Ability to collaborate with school staff, providers, and other professionals
- Previous experience working within a school system is preferred
- Strong organizational, record-keeping, and communication skills
- Proficient skills in Microsoft Office programs
- Ability to exercise a high level of confidentiality

Competitive salary based on education and experience. Paid time off, holiday pay, and mileage reimbursement provided. No other benefits are provided at this time. Possible evening and weekend hours, flexible scheduling.

Multiple background checks are required. Physical requirements include working in an office/community environment, regular local travel with reliable transportation.