



JUVENILE JUSTICE ADVISORY BOARD (JJAB) Position Description

TITLE: Resource Specialist

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt (Hourly)

PAY RATE: \$25-\$28/ hour depending on experience, Full Time (40 hours)

JOB SUMMARY

The Resource Specialist (RS) provides case management and community resource services to identified at-risk youth and their families, in Los Alamos County, in coordination with community providers, school staff, and other organizations. This position would facilitate resources primarily for elementary-aged children and their families.

PRIMARY RESPONSIBILITIES AND JOB DUTIES

- Develop and implement a best practices model of case management and resource services for youth and families in the Los Alamos community and/or school system
- Build relationships with key players, such as school personnel and community resources, to build a team environment to create a supportive environment for the youth and their family
- Coordinate with students, teachers, counselors, nurses, administrators, and other stakeholders to identify at-risk youth and their families
- Conduct client services within a team environment, staffing cases with the Program Manager and collaborating with colleagues on a regular basis.
- Perform a monthly average of case management hours. Percentage will be determined at the start of each fiscal year
- Provide required monthly reporting for each participant
- Track service completion and outcomes and provide required monthly reporting
- Administer assessments of referred youth and families to identify challenges
- Develop client centered goals and service plans for youth and families to address challenges
- Manage care coordination for youth and families by providing regular check ins and follow up
- Promote and assist families in overcoming barriers to participating in offered programs and services and coordinate resources to enhance family support
- Maintain client files and record keeping providing confidentiality for clients
- Provide education in the community to raise awareness of the JJAB and the Resource Specialist program
- Coordinate and collaborate with social services and/or community providers to share information, leverage resources, and avoid duplication of services
- Interact regularly with all JJAB Resource Specialists to discuss resources, gaps in services, outreach to the community, and client needs
- Provide outreach to local organizations, providers and/or individuals serving the interests of youth within Los Alamos, assisting in identifying gaps in the continuum of care and assisting with the development of new, relevant programs and services within the community
- Attend local meetings and present to community organizations as requested
- Attend JJAB meetings and provide presentations and updates as requested
- Assist with and participate in projects related to assisting clients, such as school supply drive, cold weather gear drive, summer camp funding, etc.
- Other duties as assigned

QUALIFICATIONS

- Knowledge and experience in Social Work, Case Management and/or a related field
- Requires Bachelor's Degree in Social Work or related field, or equivalent professional experience
- Experience working with youth and families
- Excellent interpersonal and collaborative skills to work with clients, family members and professionals
- Organizational and record keeping skills
- Effective oral and written communication skills
- Experience with vulnerable/underserved populations
- Proficient computer skills in Microsoft Office programs specifically Excel, Word and Outlook
- Ability to exercise a high level of confidentiality
- Ability to pass multiple background checks

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Requires the ability to sit for extended periods at a computer workstation
- Ability to handle periods of high stress in a professional and effective manner.
- Meets expectations for attendance and punctuality
- Maintain professional appearance and behavior

WORK ENVIRONMENT

This job operates in a professional office environment, school buildings, and client homes.

- This role routinely uses standard office equipment such as but not limited to computers, phones, and printers
- Possible evening and weekend hours