

Job Posting FAMILY RESOURCES SPECIALIST

General Position Description:

The Family Resource Specialist functions as an integral part of the Healthy Start Team with the primary purpose of coordinating access to family services among different programs and providing resource referrals to Family Place members needing assistance. Overall, the Family Resource Specialist provides outreach and engagement as an integral part of a coordinated intake and referral system and ensures the client intake process aligns with funder contract requirements.

ESSENTIAL FUNCTIONS/DUTIES

1. Assist families with DCF ACCESS online applications for food stamps, Medicaid, TANF and Kid Care.
2. Provide navigation assistance for families to find health insurance and health care services that include prenatal care, pediatric care, primary care and family planning.
3. Link families with children to online United Way Help Me Grow to assist with screening, resources and developmental services.
4. Connect families to online community providers that include United Way 211 for resource information, Career Source for resume support, Early Learning Coalition for childcare assistance and Homeless Coalition of Flagler/Volusia for housing.
5. Link families to parenting and nutrition services that include MomCare, Healthy Start and WIC.
6. Utilize the Strengthening Families Approach to build protective factors that include: (1) social & emotional competence of children; (2) knowledge of parenting & child development; (3) social connections; (4) parental resilience; and (5) and concrete support in times of need.
7. Create and maintain accurate documentation on Family Place members in the online Well Family System database and with hard copy records in locked file cabinets to protect confidentiality.
8. Work closely with program staff to align and avoid duplication of services.
9. Provide and maintain accurate inventory and required documentation for assistance provided to Family Place members, such as transportation vouchers, gas cards, incentives and stipends.
10. Assist with Coordinated Entry referrals to local housing programs and providers through the Homeless Management Information System (HMIS).

MINIMUM QUALIFICATIONS

Education:

High School Diploma/GED required.

Qualifications:

1. A minimum of two (2) years' experience working with or providing services to children and families in a community setting.
2. Bilingual in Spanish and English preferred.
3. Computer Skills · Intermediate proficiency in MS Word, Excel, Outlook

Job Type: Full-time

Pay: \$13.00 - \$14.00 per hour

COVID-19 considerations:

Healthy Start Coalition bases our COVID-19 precautions on CDC Guidelines.