



YOUTH & FAMILY SERVICES

### JOB DESCRIPTION

<b>Position Title:</b> Resource Families Coordinator	<b>Job Status:</b> Full Time, Non-exempt
<b>Department:</b> Resource Families	<b>Location:</b> Admin Office
<b>Reports To:</b> Director of Family Supports	<b>Number of People Supervised:</b> None <b>Rate of Pay:</b> \$34,000-\$42,000 DOE

### POSITION PURPOSE

The Resource Families Coordinator strives to build positive and meaningful relationships with foster parents who are a part of the Resource Families program; this relationship will be utilized to provide reflection, support and guidance. With the support of the Coordinator, Resource Families will feel better equipped to provide stability, support, and guidance to youth in their care.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

#### Resource Families Program Support

- Collaborate with Resource Families to build relationship and enhance their own knowledge of strengths and areas of growth as a professional parent
- Ground Resource Families engagement in the Nurtured Heart Approach and Trauma Informed Care
- Facilitate twice monthly reflection and community meetings with Resource Families – this will explore professional development areas such as: problem solving, growth of inner wealth, practice of trauma informed care and Nurtured Heart Approach, as well as building community with each other
- Develop an individualized flexible weekly schedule that best meets Resource Families, community and agency needs
- Work as a team with other staff to ensure consistency, clarity and safety for Resource Families and the youth in their care
- Keep consistent and detailed documentation on each Resource Family and their goals and needs around stability and support
- Attend interviews for Resource Families applying to be a part of the program
- Provide services in a culturally competent and Resource Families-friendly manner
- Provide crisis intervention, as necessary
- Participate as on-call staff in rotation with team
- Other duties as assigned

### EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:**  
(minimum & preferred educational requirements necessary to perform this job successfully)

- Must be 24 years of age or older
- Bachelor's degree and 2-3 years of experience working with youth, or an Associate's Degree and 4+ years of experience.



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- Must have 2-4 years of experience working with youth or families who are systems involved
- Personal or professional experience with foster families, preferred.

**SKILLS AND KNOWLEDGE**

	Required	Preferred
Knowledge of community resources and experienced in providing referral services clients	X	
Excellent oral communication skills reflecting solid customer service both in-person and via the telephone	X	
Ability to relate well in cross-cultural environments	X	
Ability to use time effectively	X	
Ability to focus on details	X	
Ability to adapt to shifting priorities	X	
Ability to position and promote opportunities	X	
Proficiency in technical areas such as Microsoft Office; including Word, Outlook, and Excel.	X	
Bilingual, English and Spanish		X
Ability and willingness to travel locally and regionally to meet agency needs	X	

**CONDITIONS OF EMPLOYMENT**

**(Describe any specific conditions for employment relative to this position)**

Must be able to pass comprehensive criminal, sexual offender, MVD background checks. Must have car, valid driver's license, and meet state required automobile insurance minimums.

**WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT**

**Equipment Used:**  
PC and standard office equipment

**Equal Employment Opportunity**

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

**Job Responsibilities**

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job



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duties with or without prior notice based on the needs of the organization.