SOUTH CENTRAL HEAD START
JOB DESCRIPTION

JOB TITLE: Community Resource Coordinator  DRAFTED: 2009
SALARY LEVEL: F  REPORTS TO: Center Supervisor

MISSION STATEMENT: The Community Resource Coordinator is responsible for serving as a resource person for families to facilitate access to social services within their communities.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:
1. Treat Head Start participants, community members and fellow staff with positive regard as defined in the Head Start mission statement.
2. Complete Family Assessment and make appropriate referrals to assist parents in accessing resources and services.
3. Serve as a resource person for families to facilitate access to social services within their communities.
4. Participate in center staffings in order to develop a holistic analysis of family strengths and challenges.
5. Communicate pertinent child and family information in a reciprocal manner with staff in order to inform and educate.
7. Develop strategies to collaborate with the Center Supervisor and home visitors in order to share information and ensure comprehensive service delivery to families.
8. Share discipline specific information with the program Specialists in order for them to develop long-range planning and policy development.
9. Provide compiled tracking information to the Services Specialists.
10. Collaborate with Health Coordinator to ensure completion of all health services, provide community health resource information and make necessary referrals.
11. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:
- Be an advocate for Head Start children and families within the community.
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:
- Associate Degree in related field, or its equivalent in a combination of education and experience
- Excellent communication skills
- Enthusiasm for the program
- An awareness that individuals can choose to effect change
- Ability to transfer information effectively to Family Educators, to participants and vice versa
- Current driver’s license
- Complete criminal record check from Department of Health & Welfare’s Criminal History Unit prior to consideration for hire.

I, ____________________________ have read this job description and understand its contents.
(Print your name here)

Employee’s Signature  Date

Supervisor’s Signature  Date

Drug Free Work Place