



JOB ANNOUNCEMENT

Family Supportive Services – Resource Specialist

November 9, 2018

Catholic Charities, Diocese of Monterey, seeks a dynamic, self-directed, team oriented individual for a specialist position responsible for the family strengthening program in Monterey County. The position of Family Resource Specialist will report to the Director of Family Supportive Services.

POSITION: Family Supportive Services Resource Specialist, Monterey County (Full-time)

POSITION SUMMARY:

The Family Supportive Services - Resource Specialist will assist clients to move towards self-sufficiency by assessing their needs, pre-screening applicants for services, providing direct financial aid, assisting with the CalFresh and MediCal application process, supporting clients in setting and reaching individualized goals, and providing referrals to local community and government programs. The Family Supportive Services - Resource Specialist will also conduct outreach events and group presentations in low income communities.

About Catholic Charities

Catholic Charities of the Diocese of Monterey (CCDOM) is affiliated with Catholic Charities USA, the largest social service network in the U.S. Since 1984, CCDOM has been serving Santa Cruz, Monterey, San Benito, and San Luis Obispo Counties, striving to provide specified human services to the poor and disadvantaged, to promote justice, peace, human dignity, self-determination and self-sufficiency in accordance with the Gospel and Catholic Social Justice Teachings, and to cooperate with other individuals and groups of goodwill to strengthen our communities. Catholic Charities is a non-profit, non-discriminatory service organization and employer. It does not discriminate on the basis of race, religion, national origin, sex, age, sexual orientation, disability, or any other protected status. The core programs of Catholic Charities Diocese of Monterey are: Family Supportive Services and Immigration and Citizenship Program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conduct client assessment of needs and verify eligibility for services.
- Provide case management services:
 - Support clients in setting individualized goals for stability.
 - Follow up and support clients in achieving their goals.
 - Coordinate services with schools and other service providers.
- Provide direct assistance with:
 - Financial aid for rent, move –in, and utilities.
 - CalFresh and MediCal application process.
- Make appropriate referrals to community and government programs.
- Conduct group presentations and workshops.
- Conduct outreach events in the community.
- Maintain updated client files in AWARDS database.
- Provide monthly reports.
- Assist the Director of Family Supportive Services with program needs and help in identifying potential process improvements.
- Attend staff meetings, and trainings as needed.
- Have a flexible schedule, with some work on weekends and evenings
- Other duties as assigned by the Director of Family Supportive Services.

SKILLS, KNOWLEDGE, AND ABILITIES:

- B.A./B.S. degree in a field closely related to family support or health and human services.
- 2-3 years minimum experience in human services/social work settings, including case management, outreach, and counseling.
- Demonstrated experience working with underserved groups. Preferable in work re-entry and/or substance abuse settings.
- Effective verbal and written communication in English.
- Positive interpersonal skills.
- Proficient in speaking in Spanish (required), Spanish writing preferable.
- Knowledge of Monterey County community resources and school system.
- Excellent computer literacy.

Other requirements:

- Criminal background check
- Driver's license and insurance

This job description intends to outline the general nature and level of work being performed by the person assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and our agency's operations, responsibilities may be modified at any time.

SALARY AND CLASSIFICATION:

This is a non-exempt, 40 hours/week position at will full time position with a comprehensive employee benefits, including health, vision, and dental insurance, retirement plan, 15 paid holidays, vacation and sick time. Salary range is \$16-\$22.05 p/hour.

Please submit a cover letter and resume to
Charities.fss@catholiccharitiescentralcoast.org

Applications must be received by November 18th 2018. Serious applicants only.