

Mt. DIABLO REGION YMCA (FIRST 5 CENTER)

Community Resource Specialist

ABOUT US

This bilingual (English/Spanish) position will have a role in the First 5 Center and broader community by linking and facilitating access to available community resources for families in need with children ages birth to five years. Will serve as a resource expert for community partners. Position must be reflective of the community and cultures served.

These general functions will be carried out in keeping with the Goals and Mission of the Mt. Diablo Region YMCA (Association).

The YMCA/Delta First 5 Center offers informational and educational services to families with children under the age of five. The YMCA/Delta First 5 Center's focus is health and education for both the parent and the child. The YMCA/Delta First 5 Center is one of five centers funded by First 5 Contra Costa. The Mt. Diablo Region YMCA stands as the Lead and fiscal agency.

FUNCTIONS & RESPONSIBILITIES:

- Assess needs of families and children from diverse cultural backgrounds utilizing appropriate interview techniques and a variety of methods and tools
- Conduct child development screening (training to be provided)
- Assist and facilitate family eligibility for specific programs based on federal, state regulations and policies.
- Connect families with available community resources by providing information, referrals, education, advocacy, enrollment assistance/eligibility and follow up as necessary
- Develop new programs and expand current programs such as the Parenting Club within the Center that focus on empowering parents

MINIMUM EDUCATION & EXPERIENCE REQUIREMENTS:

The education and work experience requirements listed below are considered the minimum requirements for employment in this position.

- Masters Degree OR in pursuit of a Masters Degree in social work or mental health related field with at least one year experience working directly with families in related field, preferably where information and referral was a key component of job function
- Experience working collaboratively with multiple stakeholders
- Experience providing training or technical assistance in family services and/or community partnerships

SPECIAL KNOWLEDGE FOR THIS POSITION:

In addition to the education, experience and skill requirements listed above, the following special skills or abilities are preferred for this position.

- Knowledge of community resources and public services available to low-income

families including: housing programs/assistance, food stamps, WIC, cash assistance, child care, Head Start/Early Head Start, Regional Center, Birth to Six Mental Health Services, transportation, health care services/insurance, familial distress, domestic violence, crisis intervention, immigration assistance, job development, and financial counseling and educational services for families experiencing financial distress.

MINIMUM KNOWLEDGE & SKILL REQUIREMENTS:

The knowledge and skill requirements listed below are considered the minimum requirements for employment in this position.

- Knowledge of and sensitivity to the unique challenges faced by families living in poverty, its effects and the effects of trauma.
- Knowledge of the principles, practices, and techniques of social work, group work, or community organization.
- Knowledge of human behavior and development.
- Knowledge of the basic principles of analyzing the physical, psychological, and social factors contributing to family functioning
- Knowledge of the scope and activities of public and private health and welfare agencies and public assistance programs.
- Ability to design and implement workshops, support groups and trainings for parents on community resources and/or common social emotional child development issues and participate in program planning and development.
- Ability to maintain records, prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.
- Ability to utilize agency resources, technology and library to appropriately answer questions and provide guidance to staff, parents and other service providers
- Ability to educate and assist parents to respond to the social emotional needs of children.
- Ability to engage families and facilitate opportunities that foster empowerment and self sufficiency
- Ability to communicate (verbal and written) in Spanish and English effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Excellent problem solving skills.
- Proven ability to maintain professional boundaries and client confidentiality
- Ability to work with families of varying cultural, social, and economic backgrounds
- Ability to prioritize work, organize, and manage time effectively

PREFERRED SKILL REQUIREMENTS & AREAS FOR TRAINING TO BE PROVIDED:

The skill requirements listed below are preferred but not required for employment in this position. Development of expertise in these areas will be required for this position and training provided.

- Early Childhood Mental Health key concepts and developmental milestones to include attachment, bonding and brain development
- Early Childhood Developmental Screening
- Financial and Economic Security Planning practices and resources

- Ability to work with families utilizing a reflective and relationship based approach
- Trained in CPR/First Aid for infants through adults

Point of Contact:

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