

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Name: _____ **Date:** _____
Program: Health Network for Rural Schools **Supervised by: HNRS Program Director**
Job Title: Family Resources Coordinator **Supervision Exercised: Center Volunteers**

PRIMARY FUNCTION:

The Family Resource Coordinator is responsible for providing information and referral assistance to families in need of a variety of social and human services. In addition, the position may include facilitating a program of family and/or youth support activities in the community to which he/she is assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Minimum of High School Diploma
2. Experience in community planning and resource development strategies; program coordination methods and techniques is desirable.
3. Past experience should show satisfactory to superior job performance
4. Must possess quality writing and verbal skills

E = Exceeds the Standard

M = Meets the Standard

NI = Needs Improvement

<u>Principle Duties and Responsibilities:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Establishes and maintains a family resource services in each of the assigned communities, offering information and referral assistance to individuals and families who are in need of health or social services.				
Works collaboratively with HNRS staff, school staff, and practitioners for the Elgin and Union Family Health Centers, accepting referrals for individuals/families who are in need of information and referral assistance.				
Facilitates communication linkages with schools, health and social service providers, and families, serving as a "broker" to creatively match family needs with available resources.				
Maintains a record of each client encounter, its purpose, and the services provided.				
Identifies opportunities for service integration, developing partnerships with Union County and social service agencies.				
Facilitates agency outreach to rural communities.				
Works with the school districts to identify students who lack health insurance and contacts uninsured families to offer information and enrollment assistance for Medicaid (OHP and SCHIP) or for FHIAP.				
Works in collaboration with the HNRS staff and local advisory committees to identify community health needs and provides support in developing educational programs or activities to address these needs. (Health fair, family info night on OHP, etc.)				

<u>Principle Duties and Responsibilities:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Assumes primary responsibility for updating, maintaining, and distributing a resource manual of local health, social and human services.				
Promotes the availability of the family resource service, by making posters or flyers to distribute throughout the community and speaking with various groups.				
Works in coordination with school administrator and staff to establish programs that meet local need and fit within the mission and resources of the school when assigned to facilitate a program of family and/or youth support activities.				
Maintains close communication with school administrators and secretaries, HNRS Program Director, and other key HNRS and OHSU staff regarding activities and work schedule.				
Completes service reports as requested.				
Follows professional guidelines regarding ethics of client interactions and confidentiality as specified by OHSU and HIPPA.				

<u>Knowledge, Skill and Ability Requirements:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Demonstrates desire to assist others and sensitivity to issues concerning youth and families (including, but not limited to, child care, early childhood development, child abuse, youth services, and health).				
Demonstrates ability to organize and coordinate a diverse program, working in close cooperation with local school district for use of space and resources.				
Demonstrates ability to develop creative strategies to integrate services and leverage community resources.				
Demonstrates ability to maintain harmonious relations with school district staff, students and families, community members, HNRS staff and board members, and the representatives of local health and social service agencies.				
Demonstrates ability to communicate effectively with a wide variety of community constituents.				
Exhibits ability to present ideas clearly.				
Possesses ability to learn and assimilate specialized subject matter related to children and family programs and issues.				

<u>Knowledge, Skill and Ability Requirements:</u>	<u>E</u>	<u>M</u>	<u>NI</u>	<u>Comments</u>
Demonstrates ability to create reports and informational materials using a computer (data base management, word processing).				
Demonstrates ability to implement philosophy and objectives of the program.				
Documentation meets current standards and policies and is completed in a timely manner.				

Evaluation Summary:

Director's Comments:

List 2 Job Related Goals:

How could the program director and/or OHSU help you to improve your job performance?

How could the program director help to increase your job satisfaction here?

Employee Comments:

Employee Signature

Date

Program Director Signature

Date

