

**Family Resource Center
Job Description**

Job Title: COMMUNITY RESOURCE SPECIALIST - SJTEETH
Department: Community Development
Reports To: Program Supervisor of Early Learning Services
FLSA Status: Non-Exempt
Grade Level: 04
Prepared Date: June 2024
Hourly range: \$19.75 to \$24.50

Family Resource Center (FRC) employee responsibilities include becoming familiar with all programs operated by FRC.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide comprehensive screenings and referrals, as needed, to all families served in First 5 San Joaquin (F5SJ) funded programs including Help Me Grow and 2-1-1.

Outreach primarily to parents and caregivers of children up to age five who are insured by Medi-Cal to promote the SJ TEETH program

Provide care coordination for parents and caregivers with at least one child up to age five insured by Medi-Cal who have an oral health need and/or require assistance accessing appropriate dental care services.

Help families identify and select a dental home, assist clients to secure dental appointments, and support clients' attendance at dental appointments by addressing transportation, economic, cultural, or social barriers.

Work effectively with schools, appropriate public and private agencies, family service agencies and neighborhoods to enhance oral health needs.

Participate in and promote community oral health screening events.

Participate in community outreach events to promote SJ TEETH program and other FRRC services.

Advocate and promote child development and related early learning services or activities.

Provide information and support services to parents throughout San Joaquin County.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual to perform essential functions.

Ability to work as a member of a team.

Ability to listen and communicate both written and orally in English. Other languages desirable.

Knowledge of community programs and resources available in San Joaquin County.

Ability to handle multiple tasks and projects.

Able to analyze statistical information and apply results to assigned area.

Good public speaking abilities.

Valid driver’s license, automobile, and proof of insurance.

ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB.

EDUCATION and/or EXPERIENCE

Associate’s degree in child development, liberal studies, human development or social services preferred or an equivalent combination of education and experience.

Two years of community work experience.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES:

Chief Operations Officer: _____ Date: _____

Chief Executive Officer: _____ Date: _____

Director of Human Resources: _____ Date: _____