



# RESOURCE COORDINATOR

## POSITION DESCRIPTION

*Resource Coordinators (RC) work one-on-one with a youth to identify their immediate needs and goals and assist the youth in accessing local resources. RCs need to be available during normal business hours.*

### **A Resource Coordinator:**

- is genuinely interested in the concerns of youth who have experienced foster care.
- is sensitive to people of different educational, economic, cultural, or racial backgrounds.
- has the ability to communicate with youth openly and non-judgmentally.
- possesses strong listening skills.
- can empathize with another person's struggles.
- has the ability to see solutions and opportunities as well as barriers.
- possesses strong problem-solving skills.

### **To be eligible, applicants must:**

- Be at least 25 years of age.
- Have a clean driving record.
- Be available during business hours at least a few days each week.
- Be willing to adhere to all WAY Alliance policies and procedures.
- Complete the application process (and not have falsified information during the course of the application process).
- Have never been arrested, charged, or convicted of child abuse or molestation.
- Not be a convicted felon. If the applicant has been convicted of a felony, they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- Not have a history of domestic violence.
- Not use alcohol or controlled substances in an excessive or inappropriate manner.
- Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past, the applicant must have completed a non-addictive period of at least five years.

### **Work Location**

Resource Coordinators can work from anywhere with phone and internet access, but will also be responsible for transporting the youth to and from resource locations as needed.

### **Length of Commitment**

Resource Coordinators are asked to serve a minimum of 12 months, or through the close of the match(es) the RC is assigned to. Most of the work, however, will likely be accomplished very early in the match relationship.

### **Time Commitment**

Time commitment per month depends entirely on the needs of the youth and the number of youth the Resource Coordinator chooses to serve.

## **Responsibilities & Duties**

- Using the youth's initial Intake Assessment (performed by the Resource Director) as a guide, assist the youth in accessing local resources. This may include transporting the youth to places such as local colleges, the Social Security office, the local vital records office, local Transitional Living Programs, etc.
- Remain available throughout the mentoring relationships to assist the youth with accessing resources as needed.
- Communicate with the Life Skills Director to set up life skills training as needed.

## **Training**

- In-person, one-on-one training prior to assuming this position.
- Ongoing support from the Resource Director and Executive Director.

## **Application Process**

- Orientation
- Application
- In-Person Interview
- References Check
- Background & Driving Record Check