



JOB DESCRIPTION

Position Title: RESOURCE COORDINATOR

Position Objective:

The Resource Coordinator is primarily responsible for coordination as well as helping cultivate ongoing community support in addition to serving as back-up to the Respite Coordinator. The Resource Coordinator will help the build a network and database of community contacts, resources, and supportive volunteers with lived experience.

Roles and Responsibilities:

- Build relationships with community groups, businesses, and individuals through networking to develop resources that support the organization's mission statement.
- Develop infrastructure and activities to support and promote family involvement and family voice.
- Scheduling and notification to parents on the Lean on Me Support Groups, Family Informational Meetings, outreach events, and community resources.
- Assist in creating organization's brochure and respite information in collaboration with the Respite Coordinator.
- Attend outreach events in the community.
- Plan and execute Federation of Families' outreach events on a quarterly basis.
- Perform other duties as assigned.

This list of essential functions is not intended to be exhaustive. The agency reserves the right to revise the job description as needed to comply with actual job requirements.

Required Qualifications:

- An individual with lived experience caring for a loved one with an emotional, behavioral, or mental health need.
- Reside in Orange County.
- High school diploma with at least one year of experience.
- Professional appearance.
- Must be able to pass a Level II background screening.
- Have reliable transportation.
- Have flexibility to work evenings & weekends.

Desired Qualifications:

- Obtain/maintain CPR, First Aid certification
- Bilingual (English/Spanish/Creole)
- Experience in respite/childcare activities
- Understanding of the Mental Health system

Skills:

- Must be highly self-motivated and able to work independently when required.
- Excellent interpersonal and communication skills.
- Must be able to work well with families and the community.

Special Conditions:

Thorough Level II Background Screening upon hire including FBI, FDLE, Local Law check, Employment Reference check, DMV check, Criminal Records check, Social Security Trace & Drug Screening.

Status: Exempt

Salary: \$40,000

Employment Type: Full-time

Note: Currently FFCFL does not offer a benefits package

Supervised by:

Federation of Families of Central Florida's Quality Assurance Manager

APPLY BY SUBMITTING YOUR RESUME AND COVER LETTER TO:

mjones@ffcfinc.org

CLOSING DATE: OCTOBER 31, 2022, AT THE CLOSE OF BUSINESS