

Job Title	Community Resource Coordinator
Employer/ Agency	The Riverside Project
Job Description	<p>This team member will assist with coordination of resources for families referred through The Riverside Project Response Network. This position works in collaboration with the Church Mobilization Team, and is supervised and evaluated by the Director of Community Resources. Ongoing education and professional development opportunities will be provided.</p> <p><i>Collaboration and coordination of resources is at the heart of The Riverside Project's mission to empower families and transform generations. Through the Response Network, vulnerable families are identified and assessed by the Community Resource Coordinator. Our community is then mobilized to ensure these families access the supports and services they need to thrive.</i></p> <ul style="list-style-type: none"> • Communicates with DFPS caseworkers and other referral sources to complete intake forms for families referred through the Response Network • Works with church, agency, and community partners to connect families to appropriate resources • Follows up with caseworkers and families to ensure timely delivery of resources • Documents assessments and information according to support provided • Tracks data related to program outcomes
Qualifications	<ul style="list-style-type: none"> • A Bachelor's degree, Master of Social Work preferred • Experience working in a social services setting, preferably within the child welfare and/or educational system • Trauma-Informed Care experience preferred but not required • Demonstrated excellence in organizational, managerial, and communication skills • Excellent interpersonal and written/verbal communication skills • Understanding of program evaluation tools such as survey development and data analysis to evaluate results of programs Ability to manage timelines and project budgets effectively • Capacity to manage multiple projects simultaneously • Excellent computer skills. Regular use of Google Drive, Excel, Salesforce • Interest in and commitment to the mission of The Riverside Project • Ability to work well with diverse individuals and organizations and balance a variety of needs • Displays a positive attitude, shows concern for people and community, demonstrates self-confidence, common sense, and a good listening ability • Recognizes and adheres to The Riverside Project's Statement of Faith & Shared Beliefs

Salary/Hours	Full Time
Address	4701 Dickson Street
City, State, Zip	Houston, TX 77007
Contact Person	Amber Knowles
Telephone Number	713-202-3109
Email Address	amber@riversideproject.org
Application Method	Email jobs@riversideproject.org for application
Opening Date	Immediately

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