

POSITIONS AVAILABLE

Part-time Community Resource Developer

Downers Grove

2/22/10

Summary: Acts as liaison between Family Shelter Service and local social service organizations with a focus on the southeast quadrant of DuPage County; cultivates relationships and connections to community resources; raises awareness of FSS services; increases and facilitates FSS client access to supportive services in Downers Grove and surrounding communities.

Hours are:

20 hours per week

May require variable hours, including evening or weekend hours

Qualifications:

1. Bilingual/bicultural preferred, though not required.
2. Education – Prefer a minimum of a Bachelor's degree in social services, education or related field.
3. Experience – Previous experience in domestic violence services, community organization, public speaking, program development and/or training is strongly preferred.
4. ICDVP Certification a plus, though not required.

SEE ATTACHED JOB DESCRIPTION

Family Shelter Service Position Description

Position: Part-Time Community Resource Developer

Summary: Acts as liaison between Family Shelter Service and local social service organizations with a focus on the southeast quadrant of DuPage County; cultivates relationships and connections to community resources; raises awareness of FSS services; increases and facilitates FSS client access to supportive services in Downers Grove and surrounding communities.

Job Duties and Responsibilities:

1. Seeks out and establishes contact with social service organizations in and around Downers Grove;
2. Identifies and cultivates and strengthens relationships with liaisons at local organizations;
3. Maintains a list of established resources for use by FSS clients and staff;
4. Fosters and coordinates long-term collaborative efforts between FSS and local agencies that address issues common to victims of domestic violence;
5. Coordinates presentations from outside agencies to FSS staff and clients;
6. Advocates on behalf of FSS clients as they connect with outside agencies, providing in-person support and accompaniment as needed;
7. Represents Family Shelter Service at meetings of the Community Resource Network and other community networking groups;
8. Maintains policies as established by the Board and Executive Director; maintains and sustains FSS philosophy;
9. Remains cognizant of current developments in the area of domestic violence and sexual assault;
10. Performs other duties as assigned.

Relationships:

1. Supervised by Training Director and reports to Director of Community Advocacy.
2. Establishes and nurtures relationships with social service organizations and their representatives in the southeast quadrant of DuPage County.
3. Works with staff, interns and volunteers across all programs to determine client needs and coordinate training opportunities.
3. Partners with Prevention Educator and Training Coordinator to coordinate public awareness efforts.

Qualifications and Characteristics:

1. Bilingual/bicultural preferred, though not required.
2. Education – Prefer a minimum of a Bachelor's degree in social services, education or related field.

3. Experience – Previous experience in domestic violence services, community organization, public speaking, program development and/or training is strongly preferred.
4. Technical Skills – Excellent communication skills, written and verbal; prefer experience with training or public speaking. Basic computer skills required.
5. Social Skills – Must be able to respond appropriately in a variety of situations, must be able to function with minimal supervision.
6. Leadership Skills – Must demonstrate professionalism, flexibility, good judgment, and commitment to teamwork. Must work collaboratively with staff and community volunteers.
7. ICDVP certification is a plus, but not required.

Special Conditions:

1. Must have own transportation, valid driver's license, good driving record and acceptable liability insurance.
2. Position may require some variable evening or weekend hours.
3. Must be able to operate general office equipment.
4. Must have excellent reading, writing and listening skills.
5. Must be able to communicate with people in a variety of settings, including public speaking.

Classification Status: Non-exempt