

**Catholic Charities Diocese of Monterey**

<b>Position:</b>	Resource Coordinator	<b>FLSA:</b>	Non-Exempt
<b>Program/Department:</b>	Disaster Case Management Program	<b>FTE:</b>	40 hrs./week
<b>Supervisor:</b>	Disaster Case Management Coordinator	<b>Term:</b>	20 months
<b>Location:</b>	Santa Cruz	<b>Salary:</b>	\$25 - \$27 an hour

**ABOUT CATHOLIC CHARITIES:**

Catholic Charities of the Diocese of Monterey is one of 12 Catholic Charities agencies in the state of California and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo.

**Programs:**

The programs are: Family Support Services Program (Rental Assistance, Cal Fresh, Medi-Cal, SNAP-Ed, nutrition education and other services) Tattoo Removal Program, Immigration and Citizenship Program, Disaster Case Management Program, and Development and Communication.

**Mission:**

Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

**POSITION SUMMARY:**

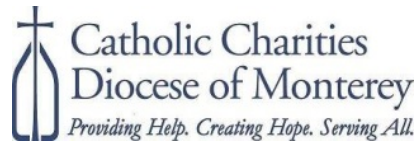
Responsible for obtaining information about services and goods that may be provided by local non-profits, government agencies, foundations, etc. that may be needed to assist clients back to pre-disaster self-sufficiency; responsible to maintain service lists as needed specific to counties of jurisdiction that case managers can refer clients to for assistance and coordinate with local partners as needed.

**FUNDAMENTAL RESPONSIBILITIES:**

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Conduct outreach in the community to raise public awareness of the disaster case management program and connect with local agencies to identify all resources available for the program
2. Participate in local meetings and events to build relationships between community members, local officials, and local organizations as needed
3. Maintain open lines of communication with all organizations providing disaster recovery resources
4. Complete and continuously update database of all community agencies and local resources available for disaster survivors to assist clients in their road back to pre-disaster self-sufficiency
5. Serve as the community liaison between Catholic Charities and local entities who desire to provide services to disaster survivors



6. Complete reporting as required to ensure compliance with DCMP monitoring and compliance requirements as well as monitoring efficacy of referrals
7. Responsible for database maintenance and development, including researching, updating and maintaining community resource database files to ensure integrity and reliability of information.
8. Develops reports, maintains records of correspondence with contacts, volunteer groups, donors, etc.
9. Other duties as assigned

### **QUALIFICATIONS:**

#### **Education and/or experience required:**

1. Bachelor's Degree required with case management work experience in the social services field
2. Previous experience in nonprofit social services and/or disaster relief strongly preferred
3. Ability to speak Spanish fluently preferred, not required

#### **Skills, licenses, and/or competencies required:**

1. Strong interpersonal and organizational skills
2. Strong telephone and computer skills
3. Proficiency in Microsoft Office Suite, particularly Word and Excel
4. Willingness to work in a team environment and respond to needs of multiple constituencies
5. High attention to detail
6. Strong organization skills
7. Excellent customer-service

This job description intends to outline the general nature and level of work being performed by the person assigned to this job. It is not intended to include all duties and responsibilities. Because of the need to remain responsive to the needs of our clients and our agency's operations, responsibilities may be modified at any time.

### **LICENSE, CERTIFICATIONS, REGISTRATIONS:**

1. Must provide a Valid California Driver's License, transportation and current auto insurance

### **OTHER REQUIREMENTS:**

1. Clearance of fingerprint background check is required
2. Ability to stand and be active for 2-3 hours at a time
3. Occasionally lift or move up to 25+ lbs.

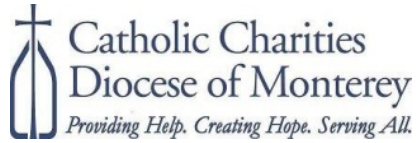
### **WORKING CONDITIONS:**

1. Comfortable office environment
2. Some travel to other locations for meetings, trainings, etc.

### **HOURS AND OTHER CONDITIONS:**

This is a non-exempt, 40 hours/week position. Occasional weekends will be required. Salary is \$25-\$27/hour. Catholic Charities offers a full-range of employee benefits.

By email:



*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.*

**APPROVALS:**

_____	_____
Direct Supervisor	Date
_____	_____
Incumbent	Date
_____	_____
Supervisor's Manager	Date
_____	_____
Human Resources	Date