

**Dunebrook Inc.**  
**Job Description**

**Job Title:** Family Resource Coordinator (CP Screener)

**Reports To:** Community Partners Manager

**FLSA Status:** Exempt

**Prepared By:** Jill Whitaker

**Prepared Date:** 10/24/07

**Revised By:** Tia Miller

**Revised Date:**3/14/11

**Approved By:**

**Approved Date:**

**Summary**

The Family Resource Program Coordinator provides intake screening and assessment, resource and referral for families.

**Responsibilities**

Provide initial intake screening for families interested in receiving family support services;

Develop and maintain resource and referral information for use with families and staff;

Link parents and caregivers with community resources as identified and appropriate;

Facilitate connections with partner provider agencies for service delivery for families;

Complete required paperwork to outreach and engage families in programming according to required timelines in service standards;

Collaborate with Department of Child Services, Dunebrook and partner provider agencies/home visitors/family support staff as appropriate;

Provide program promotion, recruitment and outreach as appropriate;

Maintain records as required by Indiana Department of Child Services and other funding sources;

Provide public education, child abuse prevention and program promotion as assigned;

Participate in agency activities and trainings as directed;

Other duties as assigned.

**Education and/or Experience**

A minimum of two years experience in human service field;

Associates or bachelor's degree in human service field preferred.

**Knowledge, Skills and Abilities**

Strong leadership and management skills;

Outstanding interpersonal skills;

Strong analytical and organizational skills;

Proficient in Microsoft Office® programs, including Word®, and Excel®, navigate the Internet and ability to learn Parntertude®;

Excellent verbal and written communication skills.

**Physical Demands and Working Conditions**

Viewing computer terminal, perceiving and transcribing data with accuracy and keyboarding fill much of the day in an office environment;

Communication with telephone callers and associates requires an ability to express one self well as perceive and exchange ideas;

May walk long distance or stand for sustained periods of time;

The employee is not exposed to adverse environmental conditions, working primarily in an office environment. Work may include walking long distances, and exerting force up to 25 pounds to lift and move objects;

Must be available to attend required trainings which may require overnight travel;

Ability to travel as required, must have a valid driver license and dependable transportation;

Must be available outside of agency's office hours to provide services, as needed.

**Dunebrook Inc. is an equal opportunity employer and does not discriminate in the recruitment, selection, employment, training, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, disability, or religion.**

**The job description focuses on the essential functions of the position. Other duties may be assigned from time to time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Employees are required to pass a criminal background check on an annual basis and provide assurance of current driver's license and auto insurance.**

**I have reviewed this job description with my supervisor. By signing below, the employee acknowledges that they are aware of the scope, responsibilities and requirements of this position.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_