RESOURCE COORDINATOR JOB DESCRIPTION

Description:
The Resource Coordinator will be responsible for providing case management services designed to meet the complicated needs of chemically dependent survivors of trauma. The Resource Coordinator will partner with agencies involved with the client to ensure that treatment plans, case management plans, legal requirements, educational requirements, etc., are synthesized into a single document. The Resource Coordinator will help clients identify and access necessary community-based resources and benefit programs.

Relationships:
The Resource Coordinator reports to the Clinical Director and works closely with all STEP2 staff, participating as a member of the treatment team.

Responsibilities:
- Provides case coordination and case management services to vulnerable families, including the facilitation of treatment team meetings and family group decision making meetings.
- Develops and implements procedures for the coordination of multiple resources to STEP2 clients.
- Provides targeted assistance to clients requiring resource services, when referred by the primary counselor for specific requirements.
- Completes all reports required by grant in a timely manner.
- Assist clients in building skills relating to the coordination of resources available to them.
- Establish and maintain relationships with local community resource providers including private, state and federal agencies.
- Must demonstrate advanced understanding of addiction, co-occurring disorders, trauma-informed therapy, parenting, and family dynamics.
- May facilitate treatment team meetings.

Other duties: as assigned.

Minimum Qualifications:

I. Education and Training: Bachelor’s Degree in psychology, social work, or related field required, Master’s Degree preferred.

II. Experience: At least 3 years experience providing case management services to vulnerable populations required.
- Proficient written and verbal skills.
- Self-directed requiring minimal supervision.
- Proficiency in Word, Internet, Excel and e-mail necessary.
- Valid driver’s license

E. Working Conditions:
This position may be located at any of the STEP2 sites. Hours will be determined by the Chief Executive Officer based upon client/program need. Necessary equipment: computer, phone, copy machine and fax.

I acknowledge that I have read and understand the above, and agree to abide by this job description in the fulfillment of my duties as an employee of STEP2, Inc.
| Signature of Employee | Date |