



JOB POSTING

DATE OF POSTING: November 14, 2018

JOB OPENING: Community Resource Coordinator

La Porte County Public Library seeks to employ a Community Resource Coordinator. As the Community Resource Coordinator, you will have an office at the Main Library, in a public services area, directly accessible by community members. You will work a total of 24 hours per week as follows: Monday – Thursday – 2-7PM; Saturday – 11AM-3PM. This is a one year temporary position funded by the Healthcare Foundation of La Porte.

If you have a desire to impact the health and wellbeing of youth, families, and adults within the La Porte County community, read the attached job description for more information.

Applications are being accepted at this time. Download and print the application form from our website at laportelibrary.org, or ask for an application form to complete at any of our locations.

Submit completed application and resume to:

Cindy Lane, Administrative Services Manager
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
219-362-6156, 370
219-324-0700, Fax

email

clane@laportelibrary.org



POSITION DESCRIPTION

Job Title:	Community Resource Coordinator	Job Classification:	Professional
Location:	Main	Reports To:	Public Services Manager
Starting Pay Rate:	\$17.00/hour	Position Type:	Non-Exempt

JOB PURPOSE

Responsible for connecting youth, families, and adults with agencies and organizations at the point of service to improve health and wellbeing in La Porte County

This position is a one year project supported by a grant from the Healthcare Foundation of La Porte

ESSENTIAL RESPONSIBILITIES

- Provides one on one contact with customers at all locations to help connect them to other beneficial services, programs and agencies as needed
- Partners with local service providers to ensure that youth, families and adults in crisis receive resources and/or treatment as an alternative to contacting the police
- Curates and distributes informational resources throughout our locations, website, and community partners
- Provides training to library staff to improve understanding of available social services and resources, and ways to engage in effective conversations with customers in need of services
- Tracks and assesses the impact of this service to community members interviewed, and provides a summary of the outcomes of this project
- Provides progress reports to manager

POSITION REQUIREMENTS

- You have a Bachelor's Degree in Social Work and/or specialized training
- You have at least 3 years of work experience in case management, community outreach, and working with homeless or low income populations
- You have a working knowledge of local resources
- You have proficient technology skills, experience using the Internet, email, Google Drive, and spreadsheets
- You welcome working with a team of people from diverse personalities and perspectives
- You are positive, adaptable, and forward thinking
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions
- You organize multiple tasks and projects to meet deadlines
- You have a valid driver's license and travel to all locations

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment
- Mobility: Repeated movements with the wrists, hands, and/or fingers while using keyboard, regularly sits at a desk to do paper/computer work;
- Visual abilities include: close, distance, color, peripheral vision, depth perception, and ability to adjust focus
- Must be able to respond to fire alarms, warning sirens, and phone pages