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| Job Title | Resource Coordinator |
| Employer/ Agency | Family Endeavors |
| Job Description | <p>The resource coordinator is responsible for identifying local community resources for disaster case management staff. The purpose is to conduct outreach services to raise public awareness of community entities. The coordinator will be responsible for the coordination between all local agencies.</p> <p>ESSENTIAL JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> 30% 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. 25% Participate in local meetings and events to build relationships between community members and city officials. 20% Complete and maintain a database of all identified community agencies. 15% Serve as a community liaison between Family Endeavors and local entities who are interested in providing services to families. 10% Communicate daily with supervisor and data entry to ensure the maintenance of database and all new community agencies. |
| Qualifications | <p>EDUCATION: Bachelor's Degree in Social Work, Marketing or related field preferred. Or comparable work experience in Crisis Management Training.</p> <p>EXPERIENCE: 3+ year's case management experience serving youth, individuals and families in crisis. Experience with disaster and emergency services a strong plus.</p> <p>ATTENDANCE: Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion.</p> <p>LICENSES: Driver's License with clear record required.</p> |
| Salary/Hours | \$18.00 hour |
| Employer/Agency | Family Endeavors Disaster Case Management Program / Houston TX, Locations will vary. |
| Address | 535 Bandera Rd |
| City, State, Zip | San Antonio, TX 78228 |

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| Contact Person | Arnulfo R. Sandoval |
| Contact Title | Human Resources Generalist |
| Telephone Number | 210-431-6466 |
| Fax Number | 210-431-6472 |
| Email Address | asandoval@familyendeavors.org |
| Application Method | On line at familyendeavors.org |
| Opening Date | 1 May 2017 |

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