

Job Title:	Family Resource Specialist
Employer/ Agency:	DePelchin Children's Center
# of Job Openings	2
Job Description	The Family Resource Specialist will provide coordination of service delivery, and client assistance for a Community Based Parent Education program. The Family Resource Specialist will assist the Program Coordinator and clinical staff in providing program development, scheduling, marketing, enrolling, evaluating, and monitoring services to clients and referral sources in the community. The Family Resources Specialist will facilitate education with client families, provide referral assistance, resource linkage, advocacy and support to clients of the program. In addition, the Family Resource Specialist will provide administrative support to program staff through completion of data entry and maintaining required databases. This person will also support program staff in other administrative capacities.
Qualifications	Requirements/skills include: <ul style="list-style-type: none"> • Bilingual (English / Spanish) required • Two (2) years exp. in social service setting • Excellent communication and organizational skills • Bachelor's degree in Education, Counseling, or related health field (Relevant experience may be substituted for Bachelor's Degree) • Ability to multi-task • Ability to maintain heavy data entry • Familiar with Microsoft Office • 60 wpm typing skills • Effective telephone etiquette and communication skills.
Salary/Hours	Varies
Employer/Agency	DePelchin Children's Center – HOPE Program
City, State, Zip	Houston, Texas
Contact Person	Cathryn Dosie
Contact Title	HR Generalist/ Recruiter
Application Method	Email resume to: cdosie@depelchin.org
Opening Date	Open Until Filled

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