



Job Description

Job Title: Community Resource Advisor
Job Status: Exempt Part-time

Statement of the Job:

Provides information and referral services in-person, by phone and electronically to the public and community professionals.

Education and Training:

- Completes 40 hours of training which includes lecture, independent study, and mentoring.
- Completes all required Department of Community health trainings including Recipient Rights, and Cultural Diversity

Essential Duties and Responsibilities:

- Interviews clients and conducts a thorough assessment of their needs
- Identifies appropriate resources
- Supports the client in implementing the referral, and when appropriate, makes the linkage with other agencies for the client
- Advocates for the inquirer, when necessary, to assist in contacting and utilizing resources.
- Conducts follow-up to ensure that the inquirer's needs have been met.
- Uses crisis management techniques in accordance with agency procedures.
- Maintains complete and accurate documentation.
- Completes all required initial and ongoing training.
- Assists with community outreach activities as assigned by the management team.

Education and Experience:

- Well-developed interpersonal skills
- Experience in human services preferred
- Excellent computer skills
- Associates Degree or its equivalent in a related field preferred
- High School diploma or its equivalent required

Apply by July 8, 2014

Send resume to:

Mail:

Attention: Bob Tonander
3245 S. 8th Street
Kalamazoo, MI 49009

Fax:

Attention: Bob Tonander
269-381-0935

Email:

Attention: Bob Tonander
btonander@gryphon.org