



Job Posting

Job Title: Community Resource Advisor
Job Status: Permanent, Part-time, Non-exempt, & Hourly

STATEMENT OF THE JOB:

Provides information and referral services by phone and electronically to the public and community professionals.

EDUCATION AND TRAINING:

- Completes training (provided by Gryphon Place) which includes lecture, independent study, and mentoring.
- Completes all required Department of Community health trainings including Recipient Rights, and Cultural Diversity

ESSENTIAL FUNCTIONS:

- 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.

QUALIFICATIONS AND EXPERIENCE:

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

SCHEDULE:

Varies. Available nights, weekends and some holidays.

RATE OF PAY:

\$12.00 per hour

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status.

Please apply by: Monday, August 29th, 2016 at 5pm

Email:

Attn: Erin Lambeth
elambeth@gryphon.org

Mail:

Attn: Erin Lambeth
3245 South 8th St
Kalamazoo, MI 49009

Fax:

Attn: Erin Lambeth
(269) 381 - 0935