

**JOB DESCRIPTION**  
**EGYPTIAN HEALTH DEPARTMENT**

**POSITION:** IL HEALS Resource Coordinator

**EMPLOYEE NAME:** \_\_\_\_\_

**DATE OF HIRE:** \_\_\_\_\_ **DATE SIGNED:** \_\_\_\_\_

**QUALIFICATIONS:**

Demonstrates strong organizational and leadership abilities and works collaboratively within a System of Care as well as individually with youth and families who may be identified as victims of crime. Must be resourceful and knowledgeable about various community resources, have good interpersonal skills, excellent verbal and written communication skills, and follow confidentiality requirements at all times.

**EDUCATION AND EXPERIENCE:**

Requires a bachelor's degree required in human service or related field (e.g. social work, psychology, education, business, nursing, or other healthcare-related degrees). Experience working with a diverse group of community agencies, organizations, or other resources.

**DUTIES AND RESPONSIBILITIES:**

Conducts resource mapping and environmental scans to compile and continuously update resource lists, guides, and inform system providers.

Maintains working knowledge of existing resources and how to access.

Provides outreach to schools and other child-serving agencies and provides referral and linkage support to increase access and utilization of services for youth and families who have experienced victimization.

Convene and lead county resource teams that will support the development, identification, and linkage to resources within the represented county.

Utilization, monitoring, and promotion of an online based resource and referral system.

Working with system partners to initiate screening, follow-up on a screening, and/or distribute screening toolkits.

Establish and further develop collaborative working relationships with community members, agencies, service providers, and families in the county served.

Active in relevant community network or coalition meetings.

Attend monthly and/or weekly staff meetings

Attend any required or suggested trainings

Adhere by the IL HEALS and SOC principles, guidelines, and objectives. ([https://ilheals.com/https://gucchd.georgetown.edu/products/Toolkit\\_SOC\\_Resource1.pdf](https://ilheals.com/https://gucchd.georgetown.edu/products/Toolkit_SOC_Resource1.pdf) )

Performs other duties as required or assigned

Follows confidentiality requirements at all times

Adheres to personnel policies and procedures

The Egyptian Public & Mental Health Department promotes the retention of culturally competent, strengths-oriented personnel who possess an understanding of the communities served. Applicants will be evaluated on their sensitivity to the service population's culture and socioeconomic characteristics.

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Employee Signature

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Date

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CEO Signature

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Date