

# **SANTA MARIA COMMUNITY SERVICES, INC.**

**Center Location: 718 State Avenue**

## **Job Opening**

<b>Job Title:</b>	Assessment and Resource Specialist – 20 hours per week
<b>Accountable to:</b>	FOC Program Director
<b>Objective:</b>	To assess client needs and connect them to workforce development resources, public benefits, financial literacy offerings and other resources that will enable the client to achieve financial stability.
<b>Qualifications:</b>	<p>Associate/Bachelor's degree preferred but consideration of relevant experience in assessment and knowledge of community resources will be a factor in decisions.</p> <p>English/Spanish proficiency strongly preferred.</p> <p>Ability to use a variety of computer programs (Word, Excel, Outlook)</p> <p>Excellent organizational, communication, teamwork and customer service skills an important factor.</p> <p>Ability to legally operate a motor vehicle and provide own transportation.</p> <p>A strong sense of and respect for confidentiality involving both clients and employees.</p>
<b>Responsibilities:</b>	<p>Conduct In-Take/Assessment interviews.</p> <p>Compilation of comprehensive information about community programs available for clients and make appropriate referrals for services not provided by the FOC.</p> <p>As a member of the FOC Team, develop, refine, and track a plan of action that addresses client needs.</p> <p>Work in collaboration with the FOC Team and partner groups to ensure clients are receiving a continuum of services.</p> <p>In a regular and timely manner, enter services into the FOC tracking system and generate reports.</p> <p>Provide regular office hours to for intake and assessment.</p>

Conduct community outreach to present the FOC program and recruit clients.

Assist with VITA program as needed.

Research successful models for connecting clients to relevant services.

Participate in regular staff meetings, staff training programs, supervisory sessions and aiding in the development of positive team relationships.

Adhere to agency policy, procedures and the professional code of ethics.

Other duties as assigned by supervisor.

**Submit Resume to:** Gladys Bell, Human Resource Associate at 617 Steiner Avenue, Cincinnati OH 45204, (telephone #513-557-2730 ext 415 or fax #513-557-2726) by Wednesday, February 23, 2011.

**Date of Notice:** February 16, 2011

Santa Maria Community Services, Inc. does not discriminate in hiring or service delivery based on race, color, religion, sex, age, national origin or ancestry, veteran status, or physical or mental disability unrelated to an individual's ability to perform the job, in accordance with applicable laws.