



RESOURCE ASSOCIATE

DEPARTMENT: Community Engagement
REPORTS TO: Program Director
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAY RATE: \$18.50 per hour

POSITION PROFILE:

Under the supervision of the First 5 First Steps Program Director, the Resource Associate oversees outreach for First 5 First Steps, a home visiting program in the Central/North Central region of San Diego. Duties include: interfacing with referral partners; assisting in connecting with potential clients; building community relationships and promoting program; developing additional resources for families; and maintaining accurate records of outreach efforts for evaluation and reporting purposes.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Conduct outreach to promote First 5 First Steps program in the community
- Attend community events and neighborhood collaborative meetings to promote First 5 First Steps and build strong partnerships in the community
- Assist in developing effective outreach strategies in communities that may be difficult to reach
- Establish new linkages and maintains existing linkages with referral sources
- Identify and maintain information on relevant existing and emerging services/resources for distribution to staff and clients as needed
- Perform other tasks as assigned by the Senior Program Director

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work or related field
- Job related experience
- Competency and experience in working with different cultures
- Valid CA Driver license
- Must have access to reliable transportation and be willing to use it for job-related tasks

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of San Diego, its resources and services
- Strong verbal and written communication skills
- Strong customer service skills
- Highly organized

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. SAY San Diego is continuing to monitor state and federal guidelines related to COVID.



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PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.