



Job Announcement For Bilingual (Spanish) Resource Coordinator

Brief Job Description:

The Giving Bank is seeking to hire a full time, non-exempt Resource Coordinator to assist vulnerable individuals/families access services and/or benefits available to them with the goal of improving their quality of life and ability to thrive.

The Resource Coordinator will work collaboratively assessing and evaluating client needs, determining eligibility for various benefits and program services, including housing stabilization, case planning, documentation and follow-up.

The Resource Coordinator will report to the Director of Community Services and will work closely with other parish staff and volunteers, as well as with staff and volunteers at Dolores Mission Parish.

Minimum Job Requirements:

The successful candidate will have a bachelor's degree in psychology, sociology, social work, or a related field, although some college with experience in a related field will also be considered. A valid Driver's license (with a safe driving record) and proof of insurance are required. The candidate must be bilingual in Spanish and English, have excellent interpersonal skills and the flexibility to respond to changing priorities. The successful candidate must be motivated to take on additional community involvement projects and solve problems. Fingerprinting and a background check will be performed.

Please submit a resume and cover letter to:

Marlene Moore, Director of Community Services,
at: marlenemoore@holyfamily.org.

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