

LINN COUNTY CLASSIFICATION

TITLE: COMMUNITY RESOURCE COORDINATOR

NUMBER: 767

APPROVAL ORDER NUMBER: 2024-333

PAY RANGE: 10

DATE: SEPTEMBER 17, 2024

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs community care coordination to individuals being served by Linn County Health Services. The focus will be on developing coordination between community partners and Linn County Mental Health Staff to assure clients basic needs are met.

SUPERVISION RECEIVED: Works under the general supervision of the Program Manager or an employee in a higher classification who assigns tasks, outlines processes and advises on difficult problems.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of a person in this position. A person in this classification may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Attend selected Interagency Rehabilitation/Treatment staffings to advocate for the needs of the client.
2. Assist in the development of individual rehabilitation or treatment plans for clients.
3. Provide guidance in daily living skills to clients.
4. Collaborate with assigned case manager and/or primary therapist.
5. Perform case management tasks.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable understanding of the basic needs necessary for persons to live in a community setting; ability to assist clients in the acquisition of services for these basic needs; ability to assist in the development of client rehabilitation and treatment plans; ability to perform very basic coordinated services; refer to the appropriate staff person clients who need counseling; ability to work collaboratively with case management/clinical staff who have overall responsibility for coordinating services to the client; ability to develop clear and concise report skills

Ability to use Microsoft Office products as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college or university with primary coursework in a behavioral sciences field or a combination of at least two years of training or work experience serving people with serious and persistent mental illnesses or people with ongoing developmental disabilities. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in an office environment under usual office working conditions. Work involves traveling throughout Linn County including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Within the office, typical office environmental noise levels exist with some telephones, personal interruptions and background noise. In the performance of job duties, the employee is required to remain in a stationary position most of the time and occasionally move to access and use office machinery or engage with other County employees and members of the public. Position requires regularly attending meetings for prolonged periods of time and frequently communicating with County employees and members of the public to exchange information. Position requires interacting and accommodating individuals experiencing communication barriers and behavioral support needs. Must occasionally lift and/or move up to thirty (30) pounds. Manual dexterity and coordination are required while operating equipment including but not limited to phone system and personal computer including word processing, spreadsheets and data base software; computerized record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment. Some out of the County and overnight travel may be required for training. May be required to flex schedule in order to accommodate community members and complete work.