

## Girls Inc. of Chattanooga

### Job Description

Part-Time Family Resource Coordinator (FRC)

Reports to: Director of Program Operations

FLSA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events, our organization annually serves more than 850 girls, ages 6 to 18.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

### Position Summary

The Part-Time **Family Resource Coordinator (FRC)** provides direct assistance to our girls and their families. A mid-level support position primarily responsible for establishing trust, building rapport, and maintaining relationships with Girls Inc. Participants, their families, and their communities by developing and implementing processes to achieve the desired outcomes, and improved quality of life.

The **FRC** will work in collaboration with Program Coordinators, Director of Program Operations, and Manager of Outreach and Engagement to connect families with community resources and services they need to recover from COVID-pandemic, challenges/hardships, ACES (Adverse Childhood Experiences) related trauma, comprehensive health challenges and other personal needs. The **FRC** will initiate and maintain relationships with community agencies/entities to gain knowledge of available resources and make appropriate referrals to participants and their families as needed.

### Essential Duties and Responsibilities:

**Must be able to perform tasks in-person, on-site at Girls Inc.'s locations, remote, and within the community (City and County).**

- Assess each participant using an intake/needs assessment and provide support based on the outcome of the assessment
- Research, develop and execute at least two staff trainings aimed at increasing safety, security and belonging of special populations served by Girls Inc.
- Responsible for partnering with other community agencies/entities
- Organize, host, and execute at least four family/parent workshops and events aimed at connecting participants and their families to community resources and services
- Plays an integral role in ensuring that Girls Inc. is meeting the comprehensive needs of participants and their families.
- Understands and practices of trauma informed care in client services.
- Creates and maintains an active resource directory of human and social services.
- Understands and follows ethical practices in a social service context including maintaining confidentiality and respecting privacy of participants and families
- Demonstrates effective communication and interpersonal skills
- Creates and maintains four care closets and identify donors and ongoing support to stock the closets

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- All other duties as assigned

### Knowledge, Skills & Abilities:

- Must be dependable and able to work at least 25 hours a week
- Detail oriented, highly organized, and skilled in time management
- Knowledge of local community resources preferred
- Must be able to work independently and in a team environment and have strong verbal and written communication skills

### Education & Qualifications:

- Minimum requirement of an Associate degree in psychology, human services, social work, family studies or related field
- Case management experience preferred
- Proficient in Microsoft Office Suite (Outlook, SharePoint, Teams, Excel, Word, and Planner)
- Must be available to work a flexible schedule (evening hours and some weekends)
- Must be able to remain in a stationary position 75% of the time
- Must be able to occasionally lift up to 30-50lbs of equipment or supplies for various needs
- Must have reliable transportation
- Bilingual (verbal and written), a plus

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to [jobs@girlsincofchatt.org](mailto:jobs@girlsincofchatt.org). Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls' health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift up girls' voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at [www.girlsinc.org](http://www.girlsinc.org)

**\*Special Note\*** As an organization, we have the right to address recommendations based on the local needs of the girls and families we serve.