

**Title:** Community Resources Coordinator  
**PG:** 40  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Police

**Class Code:** 2129  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible social work involving counseling and referral activities associated with cases of truant students and their parents/guardians. This position provides initial assessment of truant students brought to the City's Truancy Interdiction Program Center. This individual will also assist other Center staff members in interviewing the truant child and parents/guardians and direct these families to the proper social service agency.

**ESSENTIAL FUNCTIONS:**

1. Maintains close liaison with social service agencies.
2. Conducts interviews with truant students and their parents/guardians.
3. Interacts formally and informally with various community and ethnic groups.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the CINS/FINS provider and procedures for the State of Florida Department of Juvenile Justice.
2. Thorough knowledge of Florida statutes concerning the confidentiality of information.
3. Ability to use a variety of communication skills to interact with various and diverse groups.
4. Ability to hear and sufficiently understand radio transmissions and conversations both in person and over the telephone.
5. Ability to write manually and via typing with a standard keyboard.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires physically active work that involves walking or standing most of the time, exerting up to 100 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to significant environmental hazards, traffic, pathogens, adverse weather conditions, heights, temperature variations, violence, and bright/dim light. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. A Bachelors Degree from an accredited college or university with major course work in Child Welfare or Social Services.
2. Two (2) years of experience in professional counseling in one or more of the following areas: Adoption, foster care, protective services, community control or counseling in a group treatment facility.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Freedom from mental disorders which would interfere with the performance of duties as described herein.

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4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.