



Southern Tier Independence Center

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Position Title	Resource and Referral Specialist	HR USE ONLY	
Date Issued	May 2025	Hour Per Week/ Status	40 hours/FT
Date Revised	May 2025	Hourly Rate	\$22.00
Reports to	Early Childhood Family Engagement Facilitator Southwest FACE Center	FSLA Status	Non-Exempt
Department	FACE Center	Location	Norwich

Summary

The Family and Community Centers will serve a unique role to ensure that parents, agencies, school district personnel, counties, and other stakeholders have the knowledge, information, and procedures in place to use the foundational principles outlined in the New York State Education Department's Blueprint for Improved Results with an eye toward improving access, equity and opportunity for all children and their families. Specific deliverables, performance measures, and procedures for monitoring the contract will be developed to evaluate the effectiveness of this initiative and outcomes related to the goals of the OSE Partnership.

Education and Experience

1. Bachelor's degree in human services, Education, Social Work, or related field.
2. One year of experience providing community outreach.

Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
3. Demonstrated computer literacy, including proficiency with Microsoft Office applications (Excel, Word, PowerPoint) and familiarity with other software and tools such as email, cloud-based platforms, and databases. Ability to quickly learn and adapt to new technologies and applications as needed.
4. Ability to communicate effectively, both verbally and in writing.
5. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
6. Knowledge of ethical and professional responsibilities and boundaries.
7. Excellent attention to detail and organizational skills.
8. Ability to multi-task and work effectively in both a team and individual setting.
9. Capacity to work in various settings, including education settings, and community-based locations.
10. Valid Driver's License and reliable vehicle.

Essential Job Functions:

1. Work within the parameters of the FACE regional work plan; to be updated annually.
2. Show an understanding and awareness of available regional resources.
3. Conduct outreach to the community, pre-schools, school districts, residential schools, EI, CPSE, CSE entities, and various other stakeholders in an effort to raise awareness of available resources and educate others of the availability of such.
4. Provide information to the Office of Special Education in order to update and maintain the accuracy of a statewide Community Resource Map.
5. Provide information to schools, childcare centers, head starts, etc. in a clear neutral manner.

6. Provide comprehensive and accurate information to families to assist in their understanding of the special education process and their rights and responsibilities within the system.
7. Work collaboratively in interagency community groups and with the Regional Partnership Centers.
8. Assist with maintaining the resource library and FACE Center contact/resource lists.
9. Assist with disseminating satisfaction surveys to families, school programs, and other agencies, and in compiling results.
10. Track and report progress on work plan activities/deliverables.
11. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
12. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
13. Regularly travel throughout a multi county service area.

Physical Requirements/Working Conditions

1. Work is typically performed indoors and requires minimal lifting of up to 10 pounds.
2. Ability to sit/stand throughout day to accomplish job.
3. Ability to enter data, notes, and other documentation into a computer.
4. Must be able to travel throughout covered counties in and around the Southern Tier as needed. This may also include travel to regional- or state-level meetings or functions within NYS on occasion.
5. Occasionally work a flexible schedule that may include early mornings, evenings and weekends

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____