



## COVID RESOURCE COORDINATOR JOB DESCRIPTION

**Position/Title:** COVID Resource Coordinator

**Position Type:** Non-exempt/part time (20 hours a week)/Temporary

**Reports To:** Advocacy and Community Organizing Manager

Growing Home is dedicated to creating a thriving and equitable north metro Denver – one family at a time. Our participant-centered approach to strengthening families, nurturing children, and connecting community fills a critical gap for families and children who are experiencing immediate and long-term barriers to stability and success. Through evidenced-based programs, we improve outcomes for children, their parents, and their community. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

**Mission:** To guide children and their families on the path to a brighter future.

**Vision:** We envision our community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams.

**Core Values:** Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

### **General Purpose:**

The COVID Resource Coordinator will support Growing Home in providing outreach and navigation services to hard to reach populations. The Coordinator will provide information on COVID vaccines and clinics, help sign up individuals for vaccine appointments, and connect the community to resources that may help lessen the impact of COVID on their welfare.

The COVID Resource Coordinator will answer phones, meet with community members, create documents for distribution in the community, and prepare social media postings. This position will provide guidance and support to staff and volunteers to ensure that the latest information on vaccines is readily available.

This is a temporary position through December 2021.

### **Primary Responsibilities:**

- Keep abreast of all developments in vaccines and vaccine distribution; inform staff and volunteers as appropriate
- Through phone, email, text, and/or in-person, speak with community members about the vaccine and answer questions
- Connect individuals and families to resources regarding COVID vaccines and COVID relief
- If necessary, help individuals register for vaccine clinics
- Identify and problem solve potential barriers to the community receiving the vaccine

- With staff, host small group meetings for community members on the vaccines
- Participate in vaccine webinars and info-gathering sessions
- Document efforts and prepare reports as needed
- With assistance of Development department create messaging for vaccines and vaccine distribution and train staff, volunteers, and community members to ensure consistent talking points
- With assistance of Development department, create documents, such as flyers, for community distribution; facilitate and assist in the distribution of documents
- With Development department, create social media postings to reach community members regarding vaccines
- Adhere to all safety protocols, including those related to COVID-19

**Job Qualifications:**

- Bilingual (English/Spanish) candidates are required
- Experience in customer service, case management, and/or resource navigation preferred
- Experience and passion for diversity, equity, and inclusion
- Excellent oral, leadership, and interpersonal skills. In particular, the ability to understand and organize detailed information and be prepared to write about or talk about that information with a wide variety of stakeholders as needed
- Organized, detail-oriented, efficient, and able to balance competing priorities
- Sensitivity and openness to diverse people and families
- Ability to respect confidentiality
- Excellent computer skills, specifically Microsoft Office products including Word, Excel, PowerPoint, and Outlook
- Valid driver's license and auto insurance
- Ability to work Saturdays and holidays

**Hours of Work & Location:**

- Hours of Work: This position is part-time, 20 hours a week. A typical schedule will be 5 hours (10am-3pm), 4 days a week
- Location: Work will be performed at Growing Home offices and out in the community

**Salary**

- \$15/hour