

**Resource Coordinator
Bootheel Babies and Families**

Job Description

Employment Status: Part-Time

Reports To: Bootheel Babies and Families Project Coordinator in collaboration with Network for Strong Communities who serves as the fiscal agent of the initiative.

Job Summary:

The Bootheel Babies and Families Resource Coordinator will work as a liaison between multiple agencies, including Missouri Foundation for Health (MFH), St. Louis Regional Data Alliance (RDA), Unite Us, RMOMS-Bootheel Perinatal Network, Bootheel Babies and Families (BBF) Hubs, and community partners to create and sustain an electronic system that streamlines and matches referrals to appropriate resources and closes the loop on the referral process, therefore, improving access and continuum of care for birthing families in the Bootheel region. Ideal applicant must have the ability to set up a home office with broadband capabilities. This position allows for remote working with supervisor approval.

Essential Functions and Responsibilities:

- Maintain discretion regarding confidential information
- Act as a liaison between but not limited to MFH, St. Louis Regional Data Alliance (RDA), Unite Us Engagement team, RMOMS-Bootheel Perinatal Network (BPN), BBF HUBS, and community partners
- Create and maintain strong relationships with community partners
- Actively recruit and engage community partners to use the Unite Us platform
- Determine needs and resolve problem situations
- Refers problems to others
- Collaborate with Unite Us and community partners to maintain an accurate online database and ensure maximization of all resources
- Participate in HUB, Executive Council, and Data Committee Meetings as assigned
- Be able to work flexible hours including evenings and weekends as assigned
- Be able to set up a home office with broadband that allows for working remotely
- Other duties may be assigned as necessary for the ongoing effective operations of BBF

Qualifications:

- A college degree from an accredited college or university and/or at least two years of experience working with agencies in the Bootheel region
- Excellent interpersonal skills and a commitment to representing BBF with enthusiasm, warmth, and professionalism
- Access to broadband services and ability to work remotely

Knowledge, Abilities, and Skills:

- Strong organizational skills
- Ability to collect, process, and manage a variety of quantitative and qualitative data
- Working knowledge of Microsoft Excel, Power Point, Zoom and other media platforms
- Good attention to detail and good written and oral communication
- Reliable, dependable transportation
- Maintenance of a valid drivers' license and current auto insurance (minimum of liability)

Other Duties and Assignments:

This job description outlines the general duties required. However, this job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instruction, including cross training, and perform other duties as requested. In addition, from time to time, all employees may be asked to perform other duties and assignments necessary for the ongoing effective operations of Bootheel Babies and Families.

Signature of Resource Coordinator

Date

Signature of Project Director or Executive Council Chair

Date