

## **RESOURCE PERSON**

**JOB TITLE:** Resource Person

**GRADE:** 8

**JOB CODE:** 2206

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under the direction of the Program Coordinator or other appropriate staff person is responsible for locating pregnant teens through a referral network to assess their needs, address their concerns, and offer assistance in area resources. Assists in public awareness about teen pregnancies, infant mortality and preventive strategies.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Locates expectant teens through various resources. Makes home visits or telephones each teen assigned according to visitation schedules.

Provides information to teen and family members based on individual need or request.

Facilitates the teen's securing of prenatal/child health services and refers to other agencies as necessary.

Schedules work week in accordance with teen needs. Keeps records on teens, logs daily schedules. Attends case conferences and in-service training. Maintains close contact with Program Coordinator, area agencies, schools, organizations and community groups. Keeps program information confidential.

Serves as a teacher, role model, reinforcer, friend, companion and facilitator to pregnant and parenting teens.

**SUPERVISION RECEIVED:** Moderate supervision. Works autonomously under program protocol with coordinator/supervisor available to answer questions as necessary.

**SUPERVISION EXERCISED:** No supervisory experience required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of geographic area; knowledge of community resources; expresses interest and concern in working with children, particularly teens and their families. Ability to communicate effectively; feels comfortable in various environments. Demonstrates quality of a community leader.

Must have telephone accessibility, transportation and valid Kentucky Drivers License.

**JOB TITLE:** Resource Person (Continued)

**JOB CODE:** 2206

**Minimum Education, Training, and Experience Requirements:** High School diploma, GED. Experience in a social or other health related field where comparable interpersonal skills have been demonstrated may be substituted on a year-for-year basis not to exceed four (4) years.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**