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| Position Title  | Community Resource Coordinator |
| Organization | Restore Hope Arkansas  |
| Department | 100 Families Initiative |
| Address | 805 Garrison, Fort Smith, AR 72901 |
| Supervisor Name  | Karen Phillips |
| Supervisor Contact  | 479-353-2683 kphillips@restorehopear.org |

**TERMS OF EMPLOYMENT**

1. **ELIGIBILITY**
	1. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2021.
	2. Submit written enrollment verification from their college or university confirming the student’s enrollment status to United Way.
2. **WORK SCHEDULE & CONDITIONS**
	1. This is a temporary full time (35 hours per week) position.
	2. This position is not eligible for sick, vacation, and holiday leave during employment.
	3. Flexible hours are available. Must have own personal laptop to perform data analysis. Must adhere to strict privacy guidelines.
3. **SALARY & BENEFITS**
	1. SALARY. The individual shall receive a $3,200 salary distributed during normal pay cycles for the duration of employment.
	2. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and three professional development opportunities. Restore Hope Arkansas collaborates across many sectors and the data analyst will attend monthly collaborative meetings, sessions with legislatures, and submit data analysis for review by third-party evaluation team.
4. **EVALUATIONS**
	1. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

**RESPONSIBILITIES**

1. **POSITION PURPOSE**
	1. The 100 Families Initiative is a community collaboration using a collaborative case management system. Data will be analyzed for the community and reported back to the community and to the governor’s office on both socioeconomic needs of the community and outcomes of the community-wide initiative.
2. **DUTIES**
	1. Identify Community Resources, write up processes and procedures for accessing resources, and obtain up to date applications for case managers.
3. **COMMUNITY IMPACT**
	1. This is a community collaboration and the resource application information belong to the community. Many organizations have contributed to the program and providing this information will benefit the entire community.

**QUALIFICATIONS**

1. Knowledge and interests in social work, non-profit resources, and ability to write clear instructions and manuals.

**LEARNING OBJECTIVES**

1. **CAREER DEVELOPMENT**
	1. Community engagement, data analysis, and reporting outcome data can be used in almost any line of work and will be a very exciting endeavor as Restore Hope works towards broadening the program within the community to serve more families.
2. **SKILL DEVELOPMENT**
	1. Students will learn how to work well within a team of community organizations.
3. **PERSONAL GROWTH AND DEVELOPMENT**
	1. Students will gain confidence, critical thinking skills and be challenged to face their preconceived ideas about poverty and persons involved with the child welfare and criminal justice systems.

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| **SIGNATURE (this will be signed at the point of employment with the student)** |  |
| **Employee Name** | **Supervisor Name** |
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| **Employee Signature** | **Supervisor Signature** |
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| **Signature Date** | **Signature Date** |