



1305 Del Norte Rd.
Camarillo, CA 93010
(805) 654-9814

Service to Achieve Growth and Empower Resource Coordinator Job Description

Job Title: Resource Coordinator
Company: SAGE Services
Location: Ventura County, CA
Job Type: Part-Time or Full-Time

Job Summary:

SAGE Services is seeking a dedicated Resource Coordinator to join our team. The Resource Coordinator will assist persons served with accessing and utilizing generic resources to support their needs. The ideal candidate will have excellent communication skills, organizational abilities, and a passion for helping others.

Key Responsibilities:

- **Resource Management:**
 - Research and identify available community resources.
 - Assist persons served in applying for, researching, completing, and recertifying and appealing resources.
 - Maintain digital databases and accurate records of resource applications and statuses.
 - Provide translation services (English/Spanish) as needed.
- **Communication:**
 - Effectively communicate with persons served, team members, and community partners through email, phone, and in-person meetings.
 - Schedule appointments and follow-ups for persons served.
 - Maintain excellent written and verbal communication skills.
- **Administrative Tasks:**
 - Perform general office duties, including filing, copying, scanning, and billing.
 - Utilize Microsoft Office (Word, Excel, PowerPoint) and internet-based programs for daily tasks.
 - Assist in maintaining organized and up-to-date digital and physical files.
- **Transportation:**
 - Transport persons served to appointments and resource locations as needed.
- **Team Collaboration:**
 - Work collaboratively with the SAGE Services team to provide comprehensive support to persons served.
 - Contribute to a positive and productive work environment.
- **Compliance:**
 - Maintain strict discretion and confidentiality regarding all persons served.
 - Ensure compliance with all relevant regulations and policies, including maintaining current certifications and clearances.

Qualifications:

- High School diploma or GED equivalent.
- Valid driver's license with current automobile insurance and ability to transport persons served.



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- Maintains current First Aid and CPR certifications.
- Ability to pass a drug/alcohol screening as required by California law.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and internet-based programs.
- Typing speed of at least 40 words per minute.
- Bilingual in English and Spanish is preferred.

Physical Requirements:

- Ability to lift and carry items up to 25 pounds unless restricted by a physician.
- Ability to sit and look at a computer screen for extended periods.
- Maintain a composed and professional demeanor.

Compensation:

- \$20.00-\$22.00/Hour (depending on experience)

SAGE Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you are passionate about helping others and meet the qualifications above, we encourage you to apply.

I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position of Resource Coordinator. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations. I further understand failure to comply with job requirements, responsibilities, and expectations set forth in the job description will result in corrective action(s), including possible employment termination.

Employee Name: _____

Employee Signature: _____

Date: _____

Management Name: _____

Management Signature: _____

Date: _____