

Camden County Senate Bill 40 Board
(DBA Camden County Developmental Disability Resources)
Job Description

Job Title: Community Resource Specialist
Reports to: Community Relations Director
FLSA Status: Non-Exempt
Minimum Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$18.00 Hourly
Last Revision Date: 08/11/2026

General Description:

This individual reports to the Community Relations Director and is responsible for managing a caseload of clients not yet eligible or has been found to be ineligible to receive services from the Department of Mental Health, Division of Developmental Disabilities (DMH/DDD), but is eligible to receive services provided by Camden County Developmental Disability Resources (CCDDR). This individual will also perform clerical, data entry, records management, and other duties as assigned by the Community Relations Director.

Primary Duties & Responsibilities:

- Maintain compliance with all regulatory governances on confidentiality of client records and other privacy and HIPPA related information
- Manages a caseload of clients not yet eligible or has been found to be ineligible to receive services from DMH/DDD but is eligible to receive CCDDR services
- Input data into computer systems as needed
- Mailing of outgoing agency documents/correspondence as needed
- Prepare and edit reports, correspondence, communications, presentations, and other documents, etc. needed for Board and committee meetings, public meetings, funding requests, etc. as needed
- Maintain communications and good relations with funders, funding agents, business leaders, political leaders, vendors, suppliers, community partners, DDD staff, DMH staff, civic/community organizations, non-profit organizations, service providers, etc.
- Attend community partner, public, internal, and external organizational meetings as needed
- Prepare and edit correspondence, communications, presentations, reports, proposals, and other documents
- File and retrieve documents and reference materials
- Conduct research, collect data, and analyze data to prepare reports and documents as needed
- Arrange and coordinate meetings and events as needed
- Interact and liaise with internal staff and external organizations at all levels
- Coordinate community program development and project-based work as needed
- Establish and maintain a community resource network
- Meet CCDDR's performance measurement goals
- Maintain professional demeanor and appropriate personal appearance
- Maintain effective professional communication and relationships with staff, service providers, clients, office personnel, and other stakeholder agencies
- Perform other work as assigned

Knowledge, Skills and Abilities:

- Effectively facilitate meetings and respond to common inquiries, orally and in writing
- Understand, interpret, and apply instructions
- Assimilate and understand information in a manner consistent with the essential job functions
- Communicate effectively
- Function effectively in an office environment that is fast paced and result oriented, which presents multiple demands with frequent interruptions; constantly shifting schedules and priorities; and simultaneous deadlines requiring flexibility, organization, and cooperation
- Operate assigned equipment, computer hardware, and computer software

Minimum Requirements:

- HS diploma or GED
- Valid Missouri driver's license & acceptable driving record
- Have access to a car and be able to travel as needed

NOTE: All applicants given a conditional offer of employment will have their education credentials, experience credentials, and background screenings evaluated and verified

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds over a short distance.

Reasonable accommodations may be made to enable otherwise qualified individuals to perform the essential functions of the job.

“I have reviewed this Job Description with my supervisor and agree to assume all the duties herein.”

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)