



## RESOURCE SPECIALIST JOB ANNOUNCEMENT

TITLE	Resource Specialist – Thrive Together OC
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Clinical Manager
LOCATION	Hybrid – in office as needed

### **Who is Charitable Ventures and who is Thrive Together OC?**

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

In partnership with families, clients, and other community stakeholders, the Thrive Together OC will establish a state-of-the-art, inclusive, county-wide center that offers screening, outreach, consultation and training, and assessment towards the prevention of, and care for, concerns related to early psychosis spectrum disorders for youth and young adults of Orange County (OC).

### **Do you have a passion for impacting your community by improving the overall wellbeing of students by teaching them the importance of leading a mindful, balanced life?**

If so, your passions align with the Charitable Ventures/TTOC mission!

### **What are we looking for in our next team member?**

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Connect students and families to support providers?
- Develop and implement effective outreach strategies to extend the reach of TTOC?
- Work with an innovative leadership team to generate change in your community?
- Positively impact the lives of the people you support?
- Support the critical work of the social sector?

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**



### **Job Summary**

The Resource Specialist is a dynamic and multifaceted position. The primary role of the Resource Specialist is to manage a variety of administrative tasks, including clinical referrals, scheduling, client communications, and community outreach. The Resource Specialist may be involved in additional aspects of the project, such as assisting with progress monitoring and reporting, depending on prior experience and project need.

### **What are the desired qualifications?**

#### **Education:**

- Bachelor's degree in Psychology or related is preferred

#### **Experience:**

- Minimum of two years' experience in the field of mental health
- Understanding of mental health resources available in Orange County for children and young adults

#### **Skills:**

- Conversational fluency in Spanish or Vietnamese (preferred)

### **What the Resource Specialist does**

- Field referrals from HCA screening pipeline
- Secondary screening of referrals
- Schedule clients, families, and providers for assessment, feedback, and consultation sessions
- Identify and recruit referral sources in Orange County Community
- Communicate project mission and scope to community providers and partners
- Assist in the design and implementation of outreach strategies
- Maintain positive partnerships with community providers and partners
- Provide general administrative support to project
- Attend staff meetings
- Assist in additional administrative tasks and subprojects based on prior experience and project need

### **Compensation**

Commensurate with experience, education, and market the range for this position is \$31.25-\$33.65 per hour.

### **Benefits**

- Health insurance (medical, dental, vision); paid time off; company-wide holidays
- 401(k) voluntary employee contribution
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**



## Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send your cover letter and resume to [hr@charitableventuresoc.org](mailto:hr@charitableventuresoc.org)

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*