



**JOB TITLE:** Resource Assistant  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** Starting at \$21/hour  
**STATUS:** Full-time  
**REPORTS TO:** Donor Relations Coordinator

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

### **PRIMARY PURPOSE OF JOB**

This position will assist with maintaining a network of donors and resource contacts to benefit the individuals we support through Abilities First. This person will help procure physical community resources for specific individuals receiving services through Abilities First. He/she must have knowledge of resources that will benefit individuals living in Greene County. Assist in developing and facilitating the training of Abilities First Staff, teaching resourcing skills, identifying local resources available and how to procure these resources.

The person is responsible for assisting with the pick-up/delivery of donations as directed by the Donor Relations Coordinator. This person may also assist with organizing, sorting and storage of donations and obtaining donations for special events.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Complete donation pick-ups and deliveries on schedule and as directed by the Donor Relations Coordinator.
- Oversee the process of receiving requests from Abilities First staff, for items and /or funding sources for consumer use.
- Ensure appropriate documentation is maintained regarding donations and donors receive the appropriate tax documentation.
- Be able to maintain inventory of donated items in an orderly manner.
- Coordinate with the Donor Relations Coordinator regarding the customer's needs and specific instructions for pickups and deliveries.
- Seek new sources for physical items and funding and maintains relationships with current and past donors.
- Follow the established protocol regarding donation tracking and receipts for donated items.
- Maintain direct donor and customer service relationships.
- Work with donors/customers to ensure services are provided in a professional and timely manner.
- Communicate with customers the mission and purpose of Abilities First programs.
- Educate potential donors regarding the importance of inclusion and how donations would assist with the meeting the Abilities First mission statement.
- Must be able to pass a background screening.
- Must have or be willing to get a valid Missouri Class E driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at no less than 15 mbps in order to work remotely from home with provided laptop and office equipment.
- Perform other related work as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of resources available in Greene County and how to procure these resources.
- Ability to follow verbal instructions and learn new tasks.
- Must be organized and detail oriented.
- Ability to communicate effectively, both orally and in writing.
- Must demonstrate initiative.
- Must be able to lift and carry up to 75 pounds.
- Must be able to maneuver appliances and furniture up to 300 pounds in and out of homes/apartments, office and truck.
- Must be able to effectively work in Microsoft systems (including but not limited to Word, Excel, Publisher).
- Must have an understanding of HIPAA privacy.
- Must be able to represent the mission, purpose, and core values of Abilities First to the general public in a professional manner.
- Must be able to work independently as well as in a collaborative manner and work well with a team.
- Ability to establish effective working relationships with co-workers and the public.
- Must be able to move continuously for 2 - 3 hours at a time.
- Ability to bend, sit, stand, stoop, walk, lift, push, and pull.
- Ability to move in and out of the back of a truck with donated items.
- Demonstrates a professional work ethic.

## **CORE COMPETENCIES**

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one’s work and to invest one’s time, talent and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- A Bachelor’s Degree in Psychology, Social Work, or closely related field.

- At least one-year professional experience working with persons with developmental disabilities preferred.
- Experience in the area of resource development and funding procurement preferred.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties**

| Physical Requirements  | Percentage of Work Time Spent on Activity |        |        |         |
|--|---|--------|--------|---------|
|  | 0-24%                                     | 25-49% | 50-74% | 75-100% |
| <b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.                                   |   |        |        | X       |
| <b>Hearing:</b> Must be able to hear well enough to communicate with co-workers and general public.  |   |        | X      |         |
| <b>Sitting:</b> Must be able to sit for long periods of time.  |   | X      |        |         |
| <b>Standing/Walking:</b> Must be able to move about the work area.   |   |        | X      |         |
| <b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet. |   |        | X      |         |
| <b>Lifting/Pulling/Pushing:</b> Must be able to lift 75 pounds with or without reasonable assistance.  |   |        | X      |         |
| <b>Driving:</b> Must be able to drive locally for work-related assignments.  |   | X      |        |         |
| <b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.                                   |   |        |        | X       |

- The work environment is both indoors and outdoors with fluctuating temperatures, lighting and noise levels.
- Abilities First offers a flexible schedule and relaxed environment.

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

1/18/2024