



Community Resources Specialist

QUALIFICATIONS CHECKLIST

	YES	NO
1. I have a bachelor’s degree in social services or related field, and/or 2+ years’ experience working in human services.		
2. I have experience providing services to older adults and people with disabilities.		
3. I am familiar with local community resources.		
4. I have experience completing client assessments and care plans.		
5. I have experience triaging client needs, assessing client’s strengths and weaknesses, and matching clients with services.		
6. I am familiar with aging, long term care, and family caregiver issues.		
7. I have the ability to develop and present information to groups of people.		
8. I am able to pass a Washington State Patrol Criminal History Check.		
9. I have a valid WA State Driver’s License and have a reliable vehicle.		
10. I have strong computer and technology skills.		
11. I am comfortable meeting in clients’ homes.		
12. I am familiar with HIPAA regulations and can maintain strict client confidentiality.		
13. I can effectively communicate in difficult situations, including calming people, discussing unpleasant options, and deal with emotional people.		
14. I exhibit cultural awareness and sensitivity to the needs and values of diverse groups of people from all socioeconomic backgrounds.		
15. I am capable of managing my time and tasks in a fast-paced environment with frequent interruptions.		
16. I am a self-starter who can initiate and maintain relationships with community partners, staff, and volunteers.		