



## **Uvalde Together Resiliency Center**

**2104 E. Main Street Uvalde, Texas 78801**

**(830) 900-7349**

**JOB TITLE:** Outreach/Cultural Wellness Coordinator, Full-time position, grant-funded position

**LOCATION:** Uvalde Together Resiliency Center, Uvalde, Texas

**CLOSING DATE:** May 4, 2024

### **JOB QUALIFICATIONS:**

Bachelor's Degree preferred or equivalent work experience

Spanish speaker preferred

Confident communicator; ability to present information to groups and individuals; interacts well with the public

Must display consistent ethical and professional behavior and demeanor

Knowledge of case management principles and HIPAA compliance and confidentiality

Must have strong decision-making skills and be able to collaborate with co-workers

Must have knowledge of MS Word and other common software as well as the ability to operate common office equipment

Must have strong time-management skills and be able to work on multiple tasks at once

Must be able to work independently

Must pass Criminal Background Check and Drug Screening

Must have a valid Texas driver's license with a good driving record and individual vehicle insurance

### **JOB DUTIES:**

- Serves as liaison between the Uvalde Together Resiliency Center (UTRC) and the Uvalde County community
- Works diligently to market and promote the programs and services of the UTRC
- Educates the community at large about the UTRC programs
- Promotes UTRC programs and identifies areas for collaboration with other community partners
- Identifies community events and activities in the local area that will provide opportunities for the UTRC to connect with and educate community members
- Maintains current and accurate data related to all reports required by state and federal authorities
- Assists UTRC Director in the planning coordination/preparation of meetings and events
- Works within a team to provide an array of referrals to adults and children in a person-centered, trauma informed, individualized approach
- Provides operational support and backup to UTRC office staff
- Assist in scheduling appointments and general office tasks to keep the program running efficiently
- Accompanies Director/Clinical Coordinator to meetings/events to further the mission of the UTRC
- Assists UTRC Director in the planning/coordination/preparation of meetings and events
- Performs special assignments as directed by the UTRC management
- Works with UTRC staff and management to schedule and organize events for the Uvalde community in furtherance of the mission of the UTRC to include, but not limited to, the long-term mental health needs of Uvalde County

- Participates and collaborates with other organizations in Uvalde County, as directed by UTRC management to offer services to help meet the mental health needs of the Uvalde County community

Uvalde County is an equal opportunity employer, dedicated to fostering a diverse and inclusive workplace for all individuals.

**Please send resume and Uvalde County Job Application to:**

**Joni Deorsam, Uvalde County Treasurer**  
**Email: [joni@uvaldecounty.com](mailto:joni@uvaldecounty.com)**