



# **Children's TherAplay**

The Children's TherAplay Foundation, Inc.

## **Job Description – Resource Specialist**

<b>TITLE:</b>	<b>Resource Specialist</b>
<b>STATUS:</b>	<b>Full-Time</b>
<b>EMPLOYMENT TYPE:</b>	<b>Salary</b>
<b>WORK SCHEDULE:</b>	<b>40 Hours per Week Monday-Friday</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>

### **SUMMARY OF PRIMARY DUTIES & REPSONSBILITIES:**

The Resource Specialist is a licensed social worker who provides comprehensive support to families raising a child with a disability. This role focuses on connecting families to essential community resources, offering guidance through complex systems of care, and helping caregivers feel supported, informed, and empowered. The Resource Specialist collaborates closely with clinical staff, community partners, and internal teams to enhance the overall family experience and ensure families can access the services they need to thrive.

### **Essential Primary Duties For Resource Specialist:**

#### **Family Support & Navigation**

- Serve as the primary point of contact for families seeking resources, referrals, or supportive services.
- Conduct family needs assessments to identify strengths, gaps, and priority areas.
- Provide individualized guidance regarding disability-related support, including therapy services, funding programs, educational services, respite care, behavioral health supports, and community organizations.
- Plan and deliver support group programming for family members.
- Assist families in navigating systems such as Medicaid waivers, insurance, and state/local disability resources.
- Offer brief counseling, crisis support, and emotional guidance within the scope of social work licensure.

#### **Resource Coordination & Case Management**

- Develop, maintain, and update an internal resource directory, ensuring families receive accurate and timely referrals.



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- Coordinate follow-up with families to ensure successful linkage to recommended services.
- Collaborate with interdisciplinary team members (therapy staff, administrative teams, community partners) to ensure a cohesive support experience.
- Maintain thorough and confidential documentation in accordance with organizational guidelines and licensing standards.

## **Program Development & Community Engagement**

- Build and sustain relationships with community agencies and disability service providers.
- Participate in outreach, family workshops, and community events to raise awareness of available supports.
- Identify trends and unmet needs among families to inform program improvements.
- Support development of parent education materials and resource guides.

## **Qualifications**

### **Required:**

- Current licensure as an LSW, LMSW, LCSW, or equivalent in the state of practice.
- Bachelor's or Master's degree in Social Work from an accredited program.
- Minimum 3 years of experience working with children, families, or individuals with disabilities.
- Strong knowledge of community resources, disability services, and family support practices.
- Excellent communication, advocacy, and problem-solving skills.
- Ability to maintain confidentiality and uphold ethical social work standards.

### **Preferred:**

- Experience in case management, family navigation, or care coordination.
- Familiarity with Medicaid waivers, special education processes, and local disability systems.
- Bilingual abilities (Spanish or ASL) a plus.

## **Work Environment & Schedule**

- Full-time, Monday–Friday, with occasional evening or weekend events as needed.
- Combination of on-site family meetings, community outreach, and administrative work.
- Requires ability to sit, stand, move between program spaces, and engage with families in a variety of settings.



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## **Compensation & Benefits**

- Competitive salary commensurate with experience and licensure.
- Health, dental, and vision insurance.
- Paid time off, holidays, and professional development opportunities.

## **How to Apply**

Interested applicants should submit a resume, cover letter, and professional references to Kathy Pelletier [KPelletier@ChildrensTheraplay.org](mailto:KPelletier@ChildrensTheraplay.org)

## **ORGANIZATION OVERVIEW**

Located in Carmel, Indiana, The Children's TherAplay Foundation, Inc. (TherAplay) is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our growing organization and you have a passion for helping build a program, we want to share more information with you!

TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all people in the achievement of our mission.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you!