



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities

## POSITION DESCRIPTION

**POSITION:** Information and Referral Specialist  
**DEPARTMENT:** 211  
**REPORTS TO:** 2-1-1 NH Director

**FLSA:** Non-Exempt  
**STATUS:** Part-Time

### INTRODUCTION:

Granite United Way's Vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of job duties outlined below, in a manner that enables us to follow through on our promises to the communities we serve is more than an expectation, it is a standard here at Granite United Way.

**RESPONSIBILITIES:** Responsible for effectively providing information and referral services to 2-1-1 NH callers, and promoting community awareness of 2-1-1 NH. The Information and Referral Specialist seeks to identify clients' needs and link clients with available resources in their community..

This is a part time position with working hours up to 28 hours per week.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer incoming phone calls to provide information and referral service activities including intake, assessment and referral.
- Assess the callers needs and level of crises intervention required
- Answering a multi-line phone to assist callers with questions about public, private or government resources for health and social services
- Screening callers for needed services to ensure appropriate referrals are given

- Providing specific and detailed information to callers about accessing public, private, or government health and social services.
- Entering call data accurately and completely into the 2-1-1 NH database in accordance with established standards
- Provide advocacy for inquirers when needed by interacting with clients and agencies in resolving problems and providing information.
- Researching new resource information for inclusion in the resource database  
Providing 2-1-1 representation at community outreach events and service delivery meetings as needed

#### **OTHER DUTIES:**

- Serve as the on call 211 I&R Specialist off hours, weekends, or holidays as needed
- Performing other related duties as assigned.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Excellent communication skills, including the ability to respond to callers with patience, objectivity and a nonjudgmental demeanor
- Computer literacy - access, retrieve, and input information from an automated database/client information system
- Ability to work under pressure in a fast paced environment.
- Ability to quickly discern the stage/degree of crisis callers are in
- Demonstrated ability to problem-solve.
- Knowledge of, or ability to learn community and statewide resources
- Ability to work well in a team, excellent interpersonal skills, and positive demeanor
- Ability to manage multiple priorities
- Ability to work a non-traditional schedule during times of disaster in support of 2-1-1 operations.
- Must be willing and able to meet AIRS certification standards, including preparing for and obtaining AIRS Certification for Information & Referral Specialists (CIRS), upon 1 year of continued employment with Granite United Way's 2-1-1 New Hampshire

#### **ENVIRONMENT:**

The venue of this position is a general office environment that is clean, well-lighted, and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, computers, keyboards and phone system.
3. Ability to hear callers
4. Ability to speak and read English
5. Ability to work a flexible schedule, which may include nights and weekends
6. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
7. Mobility includes regular sitting, some standing and walking.

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