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## **JOB POSTING**

### **Community Resource Specialist (Full-Time)**

#### **Mission**

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

#### **Summary**

Increase participation in state public assistance programs by identifying and establishing partnerships with community organizations.

#### **Essential Responsibilities**

- Provide comprehensive, multi-lingual, client-centered application assistance to help eligible individuals enroll in SNAP and other HHSC benefits.
- Facilitate referrals of clients to other community supports and respond to referrals received from other organizations.
- Educate applicants on how to successfully submit process-ready applications and supporting documents through YourTexasBenefits.com and the Mobile App.
- Assist client in gathering all required documentation.
- Collect the necessary data to document compliance with HHSC policies and processes and fulfill contractual requirements and deliverables.
- Operate non-CDL vehicle to deliver resources and education (RED Bus) throughout service area

#### **Job Qualifications**

- **Education and Experience**  
Associate degree and three years' experience in client services program coordination
- **Communication and Technical Skills**  
Bilingual in Spanish and English is required  
Proficient knowledge of Microsoft Word, Excel and database software
- **Competencies**  
Ability to work with diverse populations; organizational and problem-solving skills

#### **Work Environment**

Frequent travel in service areas; must have reliable transportation and possess a valid driver's license and proof of insurance (mileage reimbursement is provided)  
Requires work schedule flexibility with occasional weekend and evening availability

#### **Benefits**

- 3 weeks PTO + 3 weeks of Holiday per year
- 90% employer paid health insurance (individual coverage)
- 100% employer paid dental, basic life insurance, short and long term disability

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- 4% contribution to retirement plan after one year of service + 3% employer match

**How to Apply**

Please include a cover letter outlining recent experience with your resume and submit to [Jobs@tafb.org](mailto:Jobs@tafb.org)

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing is required.