



connecting point
community services central

211 Resource Specialist

Location: Grass Valley, CA

Hours: 20 hours per week

Pay: \$18.00 per hour

Benefits: Prorated benefits included

Maintain 211's Database of Community Resources

Connecting Point is seeking a Resource Specialist to maintain 211's database of Nevada County health and human services resources.

About Connecting Point

Connecting Point is a public agency dedicated to providing programs that support the health and well-being of the people in our community. We do this by helping people connect—to employment, to in-home care, to community services, and to each other.

Connecting Point staff members are active listeners, who assist people in meeting their personal goals without making assumptions or passing judgment. They are collaborators, who work closely with program participants, fellow team members, and community partners to streamline services. And they are valued staff members, who provide energy, ideas, and feedback to help us make our services the best they can be.

211 is one of Connecting Point's core programs. 211 is a resource and information hub that connects people with community programs and services 24 hours a day, seven days a week through a free, confidential phone service and searchable online database.

Dialing 2-1-1 provides individuals and families in need a shortcut through what may be a bewildering maze of health and human service agencies. By simply dialing 2-1-1, those in need of assistance are referred—and sometimes directly connected—to appropriate agencies and community organizations.

About the Position

The 211 Resource Specialist is responsible for the maintenance of the 211 database, ensuring that all listings are up to date and accurate. As the keeper of the 211 database, the Resource Specialist serves as the point of contact for agencies and organizations listed in the database and seeks out additional community resources as needed.

We are seeking a highly organized individual who understands systems of classification and enjoys categorizing information to make it accessible. Do you love the Dewey Decimal System? Do you arrange your socks in a specific order? This job may be for you!

The ideal candidate is a great communicator who will provide excellent customer service to our community partners and has a good understanding of Nevada County's social services network.



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The 211 Resource Specialist must have experience using computer software and online applications. Previous database management experience is highly preferred.

See the [full job description](#) for more information.

To Apply

Email your resume and cover letter to Lindsay Gilliam at lindsayg@connectingpoint.org.