

Senior Family Advocate

Full-time

Reports to Family Campus Director

Exempt

Summary:

The Senior Family Advocate will report directly to the Family Campus Director, overseeing the day to day responsibilities of managing the Family Preservation Center. Supervising, training and evaluating Family Advocates and Family Care Worker Staff. In the absence of the Family Campus Director they will act as interim director responsible for handling all administrative duties as deemed necessary. They shall ensure that all guests are maintained in an environment that meets the comfort, safety, and security of each person in residence implementing strategies consistent with the philosophy of HomeFront; provide case management services with the specific objective of assisting families to transition into a stable living situation and self-sufficiency using a Trauma Informed care approach that allows the guest to be a part of their growth process. The Senior Family Advocate will be a HomeFront Ambassador acting as liaison and partner with other organizations responsible for the health and wellness of our guest in the mercer county community.

Essential Job Functions

- Deliver Trauma Informed Care
- Oversees and supports Family Advocates, Family Intake Specialist and FCW's
- Develop and conduct team building activities for Family Advocates
- Acting HomeFront Ambassador
- Manages day to day running of Family Campus
- Meets with department heads to receive and provide insight
- Attend Program Managers meetings
- Conduct Family Campus tours for visitors, donors and volunteers as necessary
- Conduct, monitor and update in-depth needs and strengths assessment of HFC guests
- Develop, monitor and update Service Plan for HFC guests
- Provide individualized intensive case management services for guests
- Received and distributes updated resource lists of program and services
- Research community social services that are needed by program recipients and provide guests with appropriate targeted information and referral
- Lead and participate in joint casings of HFC guest with outside service providers
- Work cooperatively with other campus staff to insure smooth functioning of the HomeFront Family Campus Program
- Attend CEASe, HSAC and Family CAT Team meeting as necessary
- Develop and maintain cooperative working relationships with other social service agencies and volunteers

- Maintain a case management tracking system that is responsive to changes in client needs and service providers
- Acting Liaison between Mercer County Board of Social Services, partner agencies and community agencies providing programs at the Family Campus
- Complete monthly Campus report to CEO as necessary
- Conduct monthly community meetings
- Partner with Support Services Liaison to develop and maintain appropriate programming
- Ensure and protect agency, employee and client confidentiality
- Conduct weekly Case Reviews
- Payroll approval as needed
- Perform monthly or required urine drug tests
- Completes all assigned training within expected timeframe

Job Competencies

- Professional maturity and empathy
- Trauma Informed Care Approach
- Attention to detail
- Team Building Skills
- Crisis Management
- Staff Supervision
- Problem Solving/Analysis
- Interview techniques and theories
- Documentation skills
- Understanding of homelessness and poverty
- Family systems theories expertise
- Knowledge of local community services
- Written and oral communication proficiency
- Strong Interpersonal skills
- Presentation skills

Technical skills

- Intermediate Microsoft Office application
- Standard Office Procedures

Requirements

- Bachelor's degree and five years of work experience in social services field required
- Master's level course work in Social Work, Sociology, Psychology preferred
- Mercer County Familiarity is preferred
- Proficient English, verbal and written communication; proficiency in Spanish is desired

- Valid driver's license
- At least 25 years of age insurance requirement for client transport

Physical Demand and Work Environment

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.