

Senior Family Advocate

Full-Time

Summary:

The Senior Family Advocate will report directly to the Family Campus Director, supervising, training and evaluating Family Advocates and Family Care Worker Staff. The Senior Family Advocate will collaborate with other Family Campus Managers to address any client-related matters. The Senior Family Advocate will 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. They will 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 responsible for scheduling, assigning topics for monthly staff trainings, implementing daily guest programming, and assigning staff to collaborate with our on-site community partners.

Essential Job Functions

- Supervise and support Family Advocates, Family Intake Specialist and FCW's
- Develop and conduct team building activities for Family Advocates
- Meet with department heads to receive and provide insight
- Attend Program Managers meetings
- Conduct, monitor and update in-depth needs and strengths assessment of FPC guests
- Develop, monitor and update Service Plan for FPC guests
- Provide individualized intensive case management services for guests
- Receive and distribute 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 assist with other FPC Family Advocates in joint casings of FPC guests with outside service providers
- Work cooperatively with other Campus staff to insure smooth functioning of the HomeFront Family Campus Program
- Attend Family CAT Team meeting as necessary
- Develop and maintain cooperative working relationships with other social service agencies
- Oversee and train Family Advocates on Apricot
- Acting Liaison between Mercer County Board of Social Services, partner agencies and community agencies providing programs at the FPC
- Complete weekly/monthly FPC report to HFC Director
- 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 for Family Advocate and Care Workers
- Perform monthly or required urine drug tests
- Other related duties as assigned

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 some Master's level course work in Social Work, Sociology, Psychology or related field, and/or five years of work experience in social services setting
- 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.

Employee Name

Employee Signature

Date