

Family Advocate

Full-time

Reports to Senior Family Advocate

Exempt

Location: HomeFront Family Campus

Summary

The Family Advocate will interview and enroll guests in the Campus programs; assure 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 and the HomeFront Family Campus; provide case management services with the specific objective of assisting families to transition into permanent housing, a stable living situation, and self-sufficiency; and will provide general staff support to other Family Care Advocates and Family Care Workers.

Essential Job Functions:

- Deliver Trauma Informed Approach
- Conduct guest intake interviews and orientation
- Conduct, monitor and update in-depth needs and strengths assessment of HFC guests
- Develop, monitor and update Action Plan for HFC guests
- Provide individualized intensive case management services for guests
- Develop and maintain 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
- Develop and maintain cooperative working relationships with other social service agencies and volunteers
- Compile monthly statistics regarding clients
- Maintain a case management tracking system that is responsible to changes in client needs and service providers
- Conduct monthly community meetings
- Develop curriculum and conduct live skills classes
- Inspect HFC and guest rooms for neatness, safety and sanitation
- Report to HFC Director all health or safety issues observed and maintain log of all concerns and their appropriate corrective actions
- Insure and protect agency, employee and client confidentiality
- Conduct in-house Case Reviews and Family Case Management meetings
- Conduct presentations to various audiences as assigned
- Facilitate Morning Inspiration
- Rotate on-call schedule

- Completes all assigned trainings within expected timeframe

Job Competencies:

- Team Building
- Crisis Management
- Problem Solving/Analysis
- Interview techniques and theories
- Documentation skills
- Knowledge of homelessness and poverty
- Family systems theories expertise
- Knowledge of local community services
- Written and oral communication proficient
- Strong Interpersonal skills
- Presentation skills

Technical skills:

- Intermediate Microsoft Office application

Requirements:

- Bachelor's degree or Master's level course work in Social Work, Sociology, Psychology or related field
- Five years of work experience in social services setting
- Alcohol and Drug Counseling experience a plus
- Valid driver's license
- At least 25 years of age requirement for HomeFront vehicle operation

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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