



## Lawrence Community Center - Community Advocate

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full-Time / Exempt

**Reporting to:**

Director of Lawrence Community Center

**Compensation:**

\$45,000 year

HomeFront's Lawrence Community Center (LCC) is a multi-purpose, community-based facility committed to providing a wide variety of supportive services for low-income residents and recreational, cultural and education activities for all to enjoy.

### **Job Summary/Objective**

The Lawrence Community Center Community Advocate serves as a liaison between our community and the wide range of services that the LCC, HomeFront, and our many community partners can offer. The Community Advocate will conduct proactive outreach to ensure that local residents are acquainted with the services they can receive at and through the Lawrence Community Center, representing HomeFront and the LCC by organizing and attending community meetings, staffing information tables at events, posting flyers, utilizing social media, starting and maintaining relationships with community partners, and identifying pockets of the community in need of greater support. They will collaborate closely with internal and external partners to provide a high level of responsiveness and service to all stakeholders and community members. The Community Advocate will be a primary point of contact for members of the public seeking support and/or resources and will establish case plans, secure required documentation, and keep meticulous records of the services they provide. The Community Advocate will also partner with their LCC teammates to meet the facility's programmatic and event-based goals and assist with facility programming on multiple levels, including securing programs, communication with program leaders and marketing to the community.

### **Essential Job Functions/Responsibilities**

The Lawrence Community Center Community Advocate position responsibilities will include, but will not be limited to the following:

- Serves as a primary point of contact for neighbors seeking LCC, HomeFront, and community supports
- Identifies, enrolls, and serves clients eligible for Community Service Block Grant supports

- Actively listens, assesses, and creates a meaningful case management plan alongside clients to remove barriers
- Maintains and shares up-to-date referrals for clients to both internal and external resources, walking alongside clients during the process to obtain assistance when needed
- Networks with partnering agencies to collaborate on challenging situations for clients with multiple barriers
- Retrieves and returns communications (calls, e-mails, etc.) within one business day
- Prepares and submits daily case notes, reports and full required documentation within established time frames
- Maintains an electronic and paper documentation as required by agency policy and HomeFront's Community Service Block Grant funder (EmpowOR) to track clients, services, and outcomes
- Conducts outreach to the local community with a particular focus on Lawrence, Ewing, Hopewell, Pennington, and Robbinsville
- Assists colleagues with meeting additional case management roles and responsibilities as needed
- Sets professional, clear, and safe boundaries with all HomeFront clients
- Completes required training within established timeframes
- Collaborates with the Lawrence Community Center team and updates team members on an ongoing basis
- Conducts community-based demographic research to identify avenues for outreach and expansion of our work
- Represents HomeFront and the Lawrence Community Center at public events
- Participates in HomeFront case manager meetings to collaborate with colleagues
- Organizes community events and programs at the LCC
- Develops and distributes flyers for programs and events
- Develops fresh ideas to further engage those who walk through our doors and those we have not yet met

### **Competencies:**

- Trauma informed approach
- Understanding of homelessness and poverty
- High emotional intelligence
- Sound judgment
- Collaborative/team player
- Problem solving/analysis
- High integrity and confidentiality
- Organizational and documentation skills
- Community-minded
- Knowledge of local community services

### **Required Education and Skills:**

- High School diploma, Associates degree preferred
- Valid driver's license

- At least two years of work experience in social services setting
- Strong computer skills including at least intermediate Microsoft Office applications expertise
- Strong written and oral skills
- Strong interpersonal skills
- Strong presentation skills

**Preferred Skills and Experience:**

- Bilingual English/Spanish and or English/Polish
- Experience working in community-based setting

**Physical Demands:**

This is a largely sedentary role, however, ability to lift files, open file cabinets, bend and stand are necessary. Must be able to lift up to 25lbs.

**Travel:**

Some local travel to variety of HomeFront sites across Mercer County during normal work hours can be expected for the position..

**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.

**Disclaimer:**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*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.*

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*Employee Name*

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*Employee Signature*

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*Date*