



## Family Preservation Center – Bilingual Family Advocate

**Location:**

Ewing, NJ

**Position Type/Classification:**

Full-Time/Exempt

Multiple Shifts Available

**Reporting to:**

Director of Shelter Services

**Compensation:**

\$50,000-\$55,000/year

**Summary/Objective:**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

HomeFront is seeking a Family Advocate to support families and single women experiencing homelessness in our community who are residing at the Family Preservation Center (FPC). The FPC is an important part of HomeFront's Family Campus, our innovative model designed to be a haven of healing and hope. The Family Campus offers a wide array of services for families experiencing homelessness and the effects of poverty including on-site childcare, career support, vocational opportunities and job training, educational support for adults and children, physical and mental health and wellness partners, therapeutic art programming, specialized support for children, and much more. The Family Campus is designed to offer these solutions to the barriers facing HomeFront families, lessen the immediate pain of homelessness, and help break the cycle of poverty.

Within the Family Campus model, the Family Preservation Center exists to provide emergency housing for up to 38 families – adults and children – every night. The Family Advocate embodies HomeFront's mission and ensures families live in a trusting and thriving environment while they strengthen life skills for a sustainable future. Using a Trauma Informed approach, the Family Advocate will partner with each guest in developing a plan for resolution of their housing crisis, improving their self-sufficiency, and increasing their linkages to community resources, in collaboration with the holistic team at the Family Campus, centered around HomeFront's four core beliefs.

**Essential Job Function/Responsibilities:**

- Coordinate services with Family Campus team to ensure consistent and holistic services, co-designed by each guest to best meet their needs
- Conduct, monitor and update in-depth needs and strengths assessment of guests
- Develop, monitor and update Action/Service Plan for guests
- Provide individualized intensive case management services for guests
- Collaborate in internal and external case conferencing focused on the goals of each guest
- Facilitate group workshops
- Collaborate with HF Solution Center to link guests to identified health, social services, and housing resources
- Provides crisis intervention services, as needed
- Respond to evening and weekend crisis as needed on a rotational on-call schedule
- Compile monthly statistics regarding clients
- Enter and maintain client data, service plan, and case management notes in case management software (Apricot)
- Safeguard client information and maintain confidentiality
- Ensure safety and cleanliness of shelter areas for the guests

#### Job Competencies

- Professional maturity and empathy
- Use of Trauma Informed Care approach to working with clients
- Attention to detail
- Flexibility and adaptability
- Organizational and problem solving skills
- Ability to thrive in fast-paced work environment
- Thoroughness and independent thinking
- Collaboration skills
- Crisis management
- Documentation skills
- Understanding of impact of homelessness and poverty
- Strong interpersonal skills
- Positive attitude

#### Technical Skills

- Intermediate Microsoft Office application
- Organizational skills
- Documentation skills

#### Requirements

- Mercer County community familiarity
- Strong verbal and written communication; fluency in Spanish strongly preferred
- Bachelor's degree in Social Work or related field or an Associate's degree in Social Work plus 5 years of relevant experience
- Valid Driver's License
- At least 25 years of age requirement to transport clients in HomeFront vehicles

#### Physical Demand

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

#### Travel

- Travel is primarily local during the business day

#### **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 change at any time.

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