

Job Description



Title: Family Advocate (Family Support Services)

Reports directly to: Family Development Program Coordinator

Job Description:

The Family Advocate is responsible for the engagement, intake, assessment, internal triage, and case management for families seeking Family Support Services at Community Partnership (CP). The Family Advocate works with families to create positive and long-term growth aimed to improve safety, stability, and self-efficacy by providing trauma-informed, strengths-based, solution-focused, and culturally responsive services. Duties include assisting with client goal setting, service/referral/resource navigation in the community, regular in-person visits at CP, in family homes and in the community. Additional responsibilities include collaboration with local community partners and other CP program staff, case files retention, data tracking, reporting and adherence to program and grant requirements.

Job Responsibilities:

- Contact referred and interested families and actively encourage enrollment and continued engagement in Family Development Programming. Carries a caseload of 15-20 families with identified vulnerabilities.
- Connect with families on a regular basis and empower them through family-centered comprehensive case management, provide connections to community-based services and supports and basic needs assistance.
- Together with families, set goals, roadmap necessary resources for goal attainment, and track progress toward goals by using the Colorado Family Supports Assessment 2.0.
- Partner with families, using the National Standards of Quality for Family Strengthening and Support, to provide high quality services that will increase family stability and prevent child maltreatment by strengthening protective factors.
- Provide advocacy for families enrolled in Family Development Services, both internally at CP and externally to community entities that provide services to the families based on families' needs, including but not limited to welfare and public benefit agencies, landlords, and educational entities.
- Provide information for referrals after Family Needs and Goals Assessment is complete. Community referral sources include those that meet the basic, safety, social, esteem, and cognitive needs of individuals within the family unit and/or the family as a whole. Intensive follow-up required for any referrals provided.
- Maintain organized client files, program records and data entry in all data bases to track program effectiveness. Data entry completed to meet given timelines.
- Report to supervisor including information on number of families accepting services, client visits completed, family goal progress, internal and external referrals, follow-up, referrals and case closures.
- Work flexible schedule, including occasional nights and weekends.
- Support and attend CP-wide outreach events to promote all programs.
- Ensure completion of all program-required forms and evaluations.
- Achieve and maintain all required Family Development trainings and certifications.
- Work within program deadlines and budget guidelines for Family Development services.

- Prepare and/or assist in the preparation of all program, grant and organizational reports.
- Track work time and report to supervisor weekly.
- Travel throughout the community for home visits or meetings.
- Participates in staff team meetings, individual supervision, team meetings, additional agency meetings and professional development opportunities.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.

Minimum Requirements:

- Bachelor's degree is preferred.
- Two years of experience working in the human services field with direct client interaction or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Experience working with families from a wide spectrum of socio-economic, cultural, ethnic, and racial backgrounds.
- Knowledge of community resources and systems.
- Ability to work in a team environment yet is self-directed, as required.
- Have a flexible schedule and ability to work occasional nights and weekends.
- Excellent written and oral communication skills, strong interpersonal skills.
- Strong planning, time management and organizational skills.
- Ability to multitask and meet multiple deadlines.
- Computer proficiency, including Microsoft Office Suite.
- Reliable transportation and government issued identification.
- Passion for the mission of Community Partnership.

<i>This position offers 30-40 hours per week; nights and weekends are possible. Pay will be \$16/hour. Benefits include IRA matching 3%, Paid Time Off, supplemental health insurance.</i>	
To Apply:	<i>Email resume to Katy@cpteller.org; or complete application (found at CPTeller.org; or call 719-686-0705)</i>
Covid:	<i>All Covid laws are followed. Meeting with clients can be virtual or in-person, depending on the individual comfort of our staff and clients.</i>
<i>Community Partnership is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.</i>	
<i>~~ For more proof of the awesomeness of Community Partnership, check out our website at cpteller.org ~~</i>	

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