



Position Description

Title: Family Advocate
Employment Status: Part-Time
FLSA Status: Non-Exempt
Location: Forsyth County, GA
Reports To: Executive Director
Updated: 10/2016

Position Summary:

The Family Advocate is an integral part of the successful operation of Family Promise of Forsyth County, Inc. He/She will be a valued contributing team member in our mission to empower families to reach independence, by engaging them in dignified case management and advocacy.

Essential Functions: *This position description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.*

Act as a resource for other agencies seeking referral information for prospective, current, and/or current guests/families.

Receive referrals to the program from partner agencies.

Arrange interviews to speak with families about the program, answer questions, and determine eligibility & fit for the program.

Make family recommendations to the executive director for admittance into the program.

Work with individual families to develop a case plan; guide families to creating, setting, and achieving, measurable & attainable, goals.

Advocate on behalf of families to access essential resources; i.e., counseling, health care, clothing, & other community resources.

Communicate regularly with assigned school social workers, DFCS case workers, and other agencies to coordinate care & support for families.

Employee Initials

Essential Functions Cont'd:

With the executive director, coordinate empowerment classes for families; i.e., nutrition, financial planning, parenting, etc.

Meet regularly with families to insure progress, coach, and provide accountability to the families.

Ensure compliance of guest guidelines and program policies.

Work with executive director to create 'graduation' events to celebrate completion of program.

Make recommendations to the executive director concerning dismissals from the program.

Work with executive director to create a program of follow up care that supports, engages, and encourages families who have completed the program. And, that tracks the success of families who have exited the program, with special regard for continued housing and employment.

Other Responsibilities:

Maintain accurate records of referrals, contacts, program progress, etc., to compile reports, with the executive director, that give an honest picture of the program.

Think critically of current processes, policies, and procedures, to make thoughtful recommendations to the executive director, that can enhance the program and mission accomplishment.

Work with executive director and driver to coordinate transportation needs for families.

Maintain awareness and knowledge of community resources.

Share in operational tasks as needed (answering phones, janitorial, opening/closing, etc).

Materials and Equipment:

Office equipment & technology.

Required forms for case management and family advocacy.

Minimum Qualifications Required

Education and Experience:

MSW/LMSW/LCSW

or

BSW with 3 years-experience in social service setting.

or

any equivalent combination of training and experience which provides the needed knowledge, skills, and abilities.

Licenses and Certifications:

Valid State Driver's License: use of personal car may be needed to conduct interviews and visits with families.

MSW/LMSW preferred.

Experience in counseling setting a plus.

Experience working with the homeless/impooverished preferred.

Knowledge, Skills, and Abilities:

Knowledge of acceptable /ethical social work practices.

Knowledge of local government and social services agencies.

Ability, and comfort, working with people of various backgrounds, ethnicities, and/or socio-economic levels.

Ability to build and maintain trust with guest families critical.

Ability to build and maintain appropriate boundaries critical.

Ability to balance and manage time.

Ability to react positively to change.

Mental and Physical Abilities:

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language.

Ability to maintain confidentiality with sensitive information.

Working Conditions:

Most work is done in a typical office/non-profit environment. At times in homes of families and public spaces.

Work at times may involve some light lifting.

All employees recognize that Family Promise of Forsyth County, Inc., is an inter-faith organization and agree that they will do nothing as an employee of Family Promise of Forsyth County, Inc., that would disrespect or undermine one’s personal religious beliefs.

Statement of Purpose:

The purpose of a position description is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.

The signature below indicates that the essential functions of the position have been explained.

Employee Signature

Date

Director Signature

Date

Employee Initials